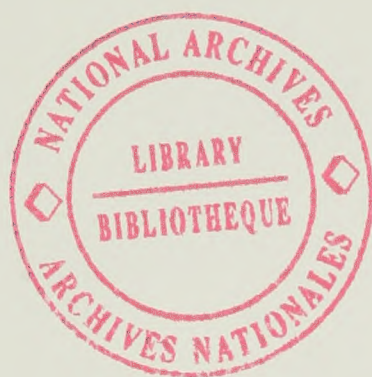


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# POST OFFICE



# CIRCULAR.

1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

(Index of Post Office Circular, pages 241-448)

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# POST OFFICE



# CIRCULAR.

THURSDAY, 6th JANUARY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPRECIATION

His Excellency the Governor has sent a message to the Department in which he expresses his personal appreciation and thanks to all ranks of the Staff for the very efficient manner in which the large amount of additional work of the Christmas pressure period was handled so that the convenience of the public could be studied to the utmost.

The Hon. J. H. Penson, M.C., Commissioner for Finance, has also sent a message in which he states that the whole Staff are greatly to be congratulated on the manner in which the heavy rush of work was handled and that this has caused general satisfaction and is something of which the Staff should certainly feel proud.

I have, on behalf of the Department, acknowledged these gracious and welcome messages from His Excellency and the Hon. Commissioner, and I should like to take this opportunity myself of thanking the Staff, both in St. John's and in the Outports, for the magnificent way all ranks responded to the heavy demands of the work. All ranks, whether Supervising officers or rank-and-file, worked faithfully and well for long hours at high pressure in order to dispose of the heaviest volume of mail and telegraph traffic in the history of the Department and their efforts were praiseworthy in the extreme.

—SECRETARY.

## RETIREMENTS

- ✓ Curling ..... Mr. Archibald Bungay, Postmaster and Operator, retired on the 31st December, 1937, on medical grounds.

## RESIGNATIONS

- Burin Bay ..... Mrs. R. Rowe, Telephone Attendant; effective on the 31st December, 1937.

## APPOINTMENTS

- ✓ Aquaforte ..... Miss Dorothy Windsor to be Postmistress and Telephone Attendant as from the 1st January, 1938.

## TRANSFERS

- ✓ Curling ..... Mr. G. D. Wells, Assistant at St. Anthony, to be Postmaster and Telegraph Operator at Curling. He will take up his new duties as early as possible in the New Year.
- St. Anthony ..... Mr. E. Snow, Messenger at Clarke's Beach, to be Assistant at St. Anthony. He will take up his new duties as early as possible in the New Year.
- St. John's Head Telegraph Office .. Mr. A. Stuckless, Assistant at Deer Lake, to be Telegraphist at St. John's. He will take up his new duties on or about the 4th January, 1938. He will be relieved at Deer Lake temporarily by Mrs. Wm. Squires.



6th January, 1938

**OFFICE CLOSED**

✓ Burin Bay ... .. The Telephone Office at Burin Bay was closed on the 31st December, 1937. The nearest office for all kinds of Postal and Telegraph business is now Burin.

**MAILS****Christmas Reports**

All offices where the salary of the official-in-charge is \$240. or more a year should as soon as possible after receipt of this Circular send in reports to Headquarters with reference to the Christmas and New Year work at their offices. For the purposes of the report the pressure period should be considered as commencing on the 16th December and finishing on the 5th January inclusive. The information asked for with reference to mails should include all despatches from St. John's, the North Sydney Assorting Office or the T. P. O. up to and including the 31st December. Distant offices which will not receive these mails until after the 5th January should consider the pressure period as extending up to the time these mails are received.

The report dealing with questions 1 to 9 should be sent to the Director of Postal Services and that part dealing with questions 10 to 13 should be sent to the Director of Telegraphs.

The report should be as brief as possible. There is no need to copy out the questions. The numbers of the questions should be written down and the answers given opposite.

**To the Director of Postal Services**

- (1) Did the outgoing mail posted at your office during the pressure period properly connect with the due despatches? If not give full particulars as to cause of delay, estimated number of items involved and how long delayed.
- (2) How many bags of mail were despatched from your office during the pressure period? If separate letter and parcel mails were despatched, give the total number of each.
- (3) Were the incoming mails at your office received in good order and without unreasonable delay? If not give full particulars.
- (4) How many bags of incoming mail were received during the pressure period? Give separate figures for letter and parcel mails where necessary.
- (5) Were there any cases of breakdown or exceptional delay in the working of the Courier Services to or from your office which should be brought to notice? If your office is a distribution office did the Couriers take all mails for onward transmission? If any mail was delayed give particulars.
- (6) Were there many cases of missorted letters and parcels arriving at your office? If so which offices were at fault.
- (7) Were any complaints received from the public with regard to the mail services?
- (8) Did you have a sufficient supply of stamps?
- (9) Are there any points with reference to the Christmas mail services which you would like to bring to notice with a view to effecting an improvement in the services next year?

**To the Director of Telegraph Services**

- (10) How many Greetings telegrams were handed in at your office for forwarding and how many were received for delivery?
- (11) Did you have a sufficient supply of greetings forms and envelopes?
- (12) Did you display an advertising poster for the Greetings Service at your office?



, 1938

6th January, 1938

(13) Did the telegraph arrangements at your office work satisfactorily?

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## Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 6th January. Delivery should be effected in Montreal and New York on or about Monday, the 10th January. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "DROMORE" due to sail from St. John's on the 8th January and arrive at Liverpool on the 16th January, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "AQUATANIA" due to sail from New York on the 12th January and arrive at Southampton on the 18th January.

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Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 10th January. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF YORK" due to sail from Halifax on the 15th January and arrive at Liverpool on the 22nd January, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 15th January and arrive at Southampton on the 20th January.

## Advice of Reception Service

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Some Postmasters are using the newly issued pink Advice of Reception Cards (Form No. 1295) for the purpose of obtaining receipts for the official registered correspondence, such as remittances, accounts, etc., which they forward to Headquarters. It should be noted that the Advice of Reception Service is not meant to be used for the Department's own correspondence and the use of the pink cards in this way should, therefore, cease.

If an Advice of Reception is desired by an official of any other Government Department or any other individual having the right to use franked envelopes for official correspondence he should be required to pay the regulation fee of 5 cents.

The right, where it exists in accordance with the law of sending correspondence through the post without the obligation of paying postage, applies to ordinary correspondence only and in the inland, not the international services. If the sender desires to register such correspondence or obtain an Advice of Reception he must first pay the regulation fees laid down.

## Testing of Weights and Scales

The Board of Customs employ Inspectors of Weights and Measures for the purpose of testing weights, scales and balances throughout the Island.

These Inspectors are authorised to test the weights and scales at Post Offices and any Inspector, upon production of his credentials, should be allowed access to Post Offices for this purpose.

The usual charge for this inspection service would vary from about one dollar at the larger offices to 30 cents at the smaller offices, depending upon the number of scales, etc., to be tested. The test is due to be made once a year.

Postmasters should ask the Inspectors for a bill which they should sign as evidence that the scales at their offices have been duly tested. The Inspector should then be told to send the bill to the Director of Postal Services. A cheque in payment for these services will be issued from the Headquarters of the Department direct to the Inspector.



## TELEGRAPHS

## Conserving Excess Supplies of Greetings Forms

The difficulty of estimating the public needs when supplying special printed forms and envelopes to Outport Offices makes it desirable to control the issue of supplies. Postmaster should, therefore, see that any forms which are not used are carefully put away in the large strong envelopes in which they are mailed, in order that they may be kept clean and tidy for use on a future occasion.

## Christmas Traffic

In the Post Office Circular of the 31st December, 1936, reference was made to the record Christmas traffic handled.

It is worth mentioning that last year's record was greatly exceeded this season.

At the Head Office, the total number of telegrams of all classes handled on the 23rd December, 1937, was 9,196, as compared with 7,567 on the same day for the preceding year, an increase of 1,629 telegrams. Greeting messages transmitted on the 23rd December last numbered 5,627 as compared with 5,174 in 1936. From the 14th December up to, and including, the 31st December, 1937, a total of 18,432 greeting messages were handled as compared with 11,973 for the similar period last year. When the complete returns are in at the end of the period covered by the special Christmas rate, it is estimated that the greeting messages will number about 19,000 as compared with 13,303 last season, an increase of about 50%.

There is evidence that the public handed in their Greetings Messages earlier this season than is usually the case. Two and a half times as many Greetings Messages were received up to the 22nd December, 1937, as compared with the previous year. It is desirable, of course, that the public should be encouraged to hand in their traffic early in order to avoid the serious congestion which arises when it is held over until the last minute.

The increase in traffic is due in a great measure to those Outport Postmasters and Operators who missed no opportunity to advertise the Greetings Services in their districts.



## POST OFFICE



## CIRCULAR.

THURSDAY, 13th JANUARY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## Index to Post Office Circular

An index to the Post Office Circular has been prepared for the period of issue from the 19th November, 1936, to the 30th December, 1937, embracing from pages 1 to 240 inclusive. This index will be supplied to all offices and should be maintained with the Circular to which it refers.

The index will provide an easy reference to all matters which have already been dealt with. Reference to matters which are of regular weekly occurrence, such as appointments, retirements, vacancies, foreign mails, etc., has been omitted from the index in order to keep it within reasonable bounds.

It is understood that many offices have already devised methods for keeping the Circulars in neat and proper order. Where offices, owing to lack of suitable material, have been unable to keep the Circulars together, except by tying them with string or tape, consideration will be given to the supply of a cheap binder for the purpose. Any office which requires a binder for its Circulars should communicate with the Staff Clerk, General Post Office, St. John's.

## MAILS

Advice of Reception Form 1295

The attention of all Postmasters is directed to the instructions given in connexion with this service on Page 224 of the Post Office Circular under the heading "Office of Reception," paragraph 4, which reads as follows:—

"The card is to be treated as a registered article by the office returning it, by the Travelling Post Office, and by the office delivering it to the sender, and the usual procedure and records maintained for registered articles must be followed in the case of these cards. The registration number must be written on the front of the card."

It is observed that the above instructions are not being strictly adhered to. Many offices are returning these cards to the senders under the registration number of the articles to which they refer.

After delivery of the article to which an A. R. Form was attached and the signature of the addressee and the delivering officer have been given on the card, the latter must be treated as an individual registered item, that is to say it must be registered by the office returning it to the sender under a separate number, which number must appear on the front of the card. In this way an individual record is kept of the card from the point of mailing to the point of delivery to the sender.

## Prohibited Publications

Information has been received from the Customs Department that the publication named "CLICK" should be added to the list of prohibited publications given on page 82 of the Post Office Circular of the 8th April, 1937.

The Newfoundland Assorting Office at North Sydney and the St. John's General Post Office should be careful to exclude any of these publications from circulating in the mails and should forward any copies which may come under their notice to the Director of Postal Services

under special cover. Any copies which may be received by Newfoundland Offices direct from abroad, either from foreign offices of exchange or in mails made up in the offices of the publishers, should be dealt with similarly.

### Parcels May Be Insured But Not Registered

Postmasters should note that parcels may be insured but not registered. It frequently happens that Postmasters accept parcels at the parcel post rates and then proceed to register them on payment of the registration fee by the sender. If the sender desires registration he must pay the letter rate of postage and then the article becomes a letter packet not a parcel.

The Department affords special treatment and undertakes to pay compensation in respect of parcels by the Insured Parcel System, the fees and compensation limits for which are as follows:

#### **Insurance Rates on Local Parcels**

For amounts up to \$5.00 .....	5c.
For amounts over \$ 5.00 not exceeding \$10.00 .....	10c.
For amounts over 10.00 not exceeding 20.00 .....	15c.
For amounts over 20.00 not exceeding 30.00 .....	20c.
For amounts over 30.00 not exceeding 40.00 .....	25c.
For amounts over 40.00 not exceeding 50.00 .....	30c.
Limit of Insurance within Newfoundland \$50.00.	

#### **Insurance Rates to Canada and U. S. A.**

Amounts up to \$10.00 .....	10c.
Amounts over \$10.00 not exceeding \$20.00 .....	15c.
Amounts over 20.00 not exceeding 30.00 .....	20c.
Amounts over 30.00 not exceeding 40.00 .....	25c.
Amounts over 40.00 not exceeding 50.00 .....	30c.
Limit of Insurance to Canada and United States \$50.00.	

#### **Insurance Rates to Great Britain**

Amounts up to \$10.00 .....	10c.
Amounts over \$10.00 not exceeding \$20.00 .....	15c.
Amounts over 20.00 not exceeding 30.00 .....	20c.
Amounts over 30.00 not exceeding 40.00 .....	25c.
Amounts over 40.00 not exceeding 50.00 .....	30c.
Amounts over 50.00 not exceeding 60.00 .....	35c.
Amounts over 60.00 not exceeding 70.00 .....	40c.
Amounts over 70.00 not exceeding 80.00 .....	45c.
Amounts over 80.00 not exceeding 90.00 .....	50c.
Amounts over 90.00 not exceeding 100.00 .....	55c.
Limit of Insurance to Great Britain \$100.00.	

### **Foreign Mails**

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 13th January. Delivery should be effected in Montreal and New York on or about Monday, the 17th January. Endeavour will be made to effect connexion for correspondence for Great Britain and Transatlantic countries by the S.S. "AUSONIA" due to sail from Halifax at midnight on the 15th January and arrive at Plymouth on the 22nd January. Failing this, connexion will be made with the S.S. "MONTROSE" due to sail from Halifax on the 22nd January and arrive at Liverpool on the 30th January. Any letters for Great Britain and Transatlantic countries, endorsed "Via New York" will be forwarded for connexion with the S.S. "BERENGARIA" due to sail from New York on the 19th January and arrive at Southampton on the 25th January.



Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 17th January. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "MONTROSE", but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 22nd January and arrive at Liverpool on the 27th January.

## TELEGRAPHS

### Telegrams Addressed to Passengers on Trains

Attention is drawn to the following notice sent to all offices on the 1st August, 1935:—

"Telegrams addressed to passengers on trains due after hours, or at other times when it is not possible to make delivery to Conductor personally, shall be delivered to the Railway Agent, the usual receipt shall be obtained. Address telegrams in care of Conductor."

### Daily Weather Forecast

The first weather forecast for Newfoundland compiled at Botwood was received at the Head Telegraph Office, St. John's, on the 4th January, 1938, and broadcast over the Telegraph and Telephone system of the Department at 11 a.m. the same day.

Previous to that date readings from the Observatory stations at St. John's, St. George's, Grand Bank, Millertown, Fogo and Cartwright were collected at St. John's and condensed in one message which was transmitted to Toronto from whence the forecast was issued, reaching St. John's some time after noon daily; too late for the daily telegraph broadcast.

The present forecast is received from Botwood each morning except Sunday, at 10 a.m. and is ready for the daily telegraph broadcast at 11 a.m. All offices should be sure to copy this forecast and exhibit it for the information of the public daily.

## ACCOUNTS

### Money Orders Issued for Places Where There Are No Money Order Facilities

Many Postmasters, contrary to the instructions given in paragraph 14, page 5 of the Instructions to Postmasters in charge of Money Order Offices, are issuing money orders for places in which there is no Money Order office. This irregularity is a source of trouble both to the public and the Head Office and usually involves an excessive and unremunerative use of the telegraph service as the Postmaster of the nearest money order office invariably sends a dead head telegram to the Head office for permission to pay an order issued on a non-money order office.

The list of Money Order Offices in Newfoundland and Newfoundland Labrador was given on pages 55 and 56 of the Post Office Circular of the 18th February, 1937, and any additions or amendments to this list are published in the Post Office Circular and should be duly noted by all concerned.

Whenever, therefore, a Postmaster is in doubt as to whether the Post Office in a settlement has money order facilities he should consult this list and if there are no such facilities inform the applicant that a money order cannot be issued on the Post Office in that settlement. As far as his own knowledge goes he should endeavour to assist the applicant by informing him as to the nearest Money Order Office.

In future any Postmaster who may be responsible for issuing a money order on a settlement where there are no money order facilities will be liable to be called upon to pay the costs of any telegrams rendered necessary by his negligence.

### Counterfeit Currency of the U. S. A.

The Treasury Department of the U. S. A. has issued the following description of a new counterfeit note:—

"\$10 Federal Reserve Note.—On the Federal Reserve Bank of New York, New York, 1934 Series; check letter "I"; face plate No. 81; back plate No. 308; W. A. Julian, Treasurer of the United States; Henry Morgenthau, Jr., Secretary of the Treasury; portrait of Hamilton.

"This is a fairly deceptive production printed on one sheet of bond paper of good quality from photo-etched plates. The portrait, poorly shaded, has a worried expression, the eye-brow lines being especially severe. Underneath the corner numerals at the top of the note the dark shading is invisible. The border lathework is poorly etched and printed heavily in dull black."

Postmasters should exercise care in handling United States notes of this variety and denomination.



# POST OFFICE



# CIRCULAR.

THURSDAY, 20th JANUARY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## NOTICE

The special attention of the Staff is directed to the rule to the effect that unauthorised communications to any newspaper or person of information obtained by members of the Staff in the course of official duties or from official documents, will be treated as a serious breach of duty. This not only refers to matters affecting the public services but also to matters affecting the personal relations of the Staff with the Department.

The Post Office Circular is an official document within the meaning of this rule and in so far as it serves the purpose of broadcasting news, a radio station is in the same category as a newspaper.

## List of Money Order Offices in Newfoundland and Newfoundland Labrador

As from the 1st February, 1938, money order facilities will be available at the Post Office at Safe Harbour.

Postmasters should make this addition to the list of Money Order Offices given on pages 55 and 56 of the Post Office Circular of the 18th February, 1937.

## MAILS

### Winter Courier Services

It should be noted that Couriers are under the direction of Postmasters and the Courier services must be performed in accordance with the contracts.

Special attention should be paid to the following:—

1. Unless weather conditions make it impossible to do so, Couriers should connect with each other with both inward and outward mails. A Courier should not leave his farthest point on the return journey without the mails from Couriers at points farther distant. This applies particularly to mails for outward despatch. In a few cases it has been found that Couriers reach their destination points with inward mails and return to their starting points without waiting for the connecting Courier with outward mails. It is the duty of Postmasters to see that an inward and outward mail is conveyed on every trip and any failure in this connexion must be reported immediately by telegraph to the Director of Postal Services.

2. The Postmaster must also see that the Contractor has a suitable conveyance and that he has provided proper and sufficient coverings for the protection of the mail against damage by water or weather conditions.

3. All mail offered at any one trip must be taken on that trip, and if the Contractor's ordinary means of conveyance is not sufficient, he must provide at his own expense any necessary additional means, provided, however, that travelling conditions are not such as to endanger life or the mails.

4. The Postmaster should at end of each month furnish the Director of Postal Services with a bill signed by the Courier and properly certified by the Postmaster for the services performed during the month. If any office has not a sufficient supply of courier bills application should be

made to Stores Department for them. These bills may be forwarded in official envelopes free of postage and are an exception to the general rule laid down on page 240 of the Post Office Circular of the 30th December, 1937, to the effect that all bills against the Department and sent through the post are subject to the full letter postage.

5. All communications regarding the courier services must be sent by the Postmaster, not the Contractor, direct to the Director of Postal Services.

6. Contractors should be advised that unless they do everything possible to fulfil the terms of their contract it will be terminated with a month's notice and another appointment made.

7. When an office has to assort mail for other offices on a courier route this mail must be attended to first and the Courier despatched as promptly as possible. (See Page 22 Post Office Circular of the 24th December, 1936).

### Despatch and Receipt of Mails

At offices where mails are not more frequent than twice per week and where Couriers leave with the mails at or before 9 a.m. the closing hour for outward mails will be 10 p.m. the day previous.

Inward mails received up to 10 p.m. on any day must be available for delivery that day, and if received after 10 p.m. Saturdays should be available for delivery between 9 a.m. and 10 a.m. Sundays.

### Courier Services

Postmasters at offices from which Courier Services start should answer the following questions and forward their replies to the Director of Postal Services as soon as possible after receipt of this Circular.

The questions need not be copied. Only the number and the answer to each question need be given.

1. Is the service for 4, 5 or 12 months? If there is more than one service the period should be given in each case.
2. What is the distance in miles or fraction of a mile from the starting point to the end of the Courier's route (one way)?
3. How many intermediate offices does he call at?
4. How many trips per week does he make?
5. What is the average number of bags taken each trip?
6. Under normal conditions does the Courier make connexions with all trains, steamers and other Couriers?

No information is required regarding the 7 and 8 months services from 1st May to 30th November and 31st December.

### Register Record Book

It has come to notice that some Postmasters make pencil entries in the Register Record Book and other traffic books such as the Duty Delivery Book and the C. O. D. received book. All entries in these and all other Post Office books **must** be made in ink. The rule forbidding erasures and markings over in Accounts Books applies also to the Register Record Books and to the other traffic book.

Letter Bills must be checked against the Register Record Book before a mail is despatched.

### Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's. up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 20th January. Delivery should be effected in Montreal and New York on or about Monday, the 24th January. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "AUSONIA" due to sail from Halifax on the 23rd January and arrive at Liverpool on the 31st January, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "AQUATANIA" due to sail from New York on the 26th January and arrive at Southampton on the 1st February.

The S.S. "AUSONIA" advised last week as due to sail from Halifax at midnight on the 15th January and arrive at Plymouth on the 22nd January was replaced by the S.S. "ANTONIA."



Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 24th January. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 28th January and arrive at Liverpool on the 3rd February, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "AMERICAN TRADER" due to sail from New York on the 28th January and arrive at Plymouth on the 6th February.

## ACCOUNTS

Instructions were given in Secretary's Circular Letter, Form No. 1073, of the 1st December, 1937, that "When postage stamps are being ordered the cash to cover the amount of the order must be sent with the requisition." Certain Postmasters are sending in cash for postage stamps but are omitting to enclose the proper remittance form.

Attention is drawn to pages 43 and 71 of the Post Office Circular in which stress is laid on the necessity for enclosing the proper remittance form with any cash sent to the Cashier. Whenever a Postmaster requires a fresh supply of stamps, therefore, he must send the cash, the stamp remittance form and the stamp requisition form.

Failure to send the stamp remittance form with the cash and requisition form will probably result in delay in filling the order.

## TELEGRAPHS

### Errors, Delays and Failures

In the month of December there were 7 errors, 6 delays. Three of the errors were over the telephone system. The following offices were involved:—

#### Errors

Between Western Bay and Brock Cove	2
" Catalina and Topsail	1
" Western Bay and Caplin Cove	1
" St. John's and Topsail	1
" Springdale and Rattling Brook	1
At Carmanville	1
" Placentia	1

#### Delays

At Corner Brook a Priority telegram was delayed in delivery.

At Topsail a file of four telegrams were misplaced in the office and consequently delayed in transmission.

A telegram failed in its purpose by being filed in error at St. John's Head Office.

It is worthy of remark that there were no cases of lost telegrams. Considering the exceptional amount of traffic dealt with during the month the record for December may be considered as very satisfactory.

## Traffic

The total number of paid telegrams for December was 58,431, of which 1,585 were sent by the Priority Service. The total in December 1936 was 48,378.

The number of Service messages for December was 5,056 as compared with 5,304 in December 1936.

The number of D. H. messages for December was 1,680, as compared with 1,440 in December 1936.

Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The public message service consisted of 8,754 words, which is the equivalent of 5,840 telegrams at the St. John's Head Office.

# Telegraph Offices and Call Letters

The following particulars of Telegraph Offices, shewing the Call Letters and the character of office, whether working Land Line or Wireless, are given for the information of the Staff. A continuation of this list will be given week by week until the whole of the offices in the Service are listed.

L. Denotes Landline

W. Wireless

Office	Call Letters	Character of Office	Office	Call Letters	Character of Office
<b>A.</b>					
Aguathuna East	AW	L.	Buchans	FM	L.
Aguathuna West	VI	L. (Private)	Burgeo	GV	W.
Argentia	AG	L. (Railway)	Burin	BU	W. and L.
Avondale	AD	L.	<b>C.</b>		
Arnolds Cove			Campbellton	CM	L. and W.
Station	SW	L. (Railway)	Cape Broyle	CV	L.
<b>B.</b>			Cape LaHune	SN	W.
Badger	BG	L.	Cape Race	DF	L. and W.
Badgers Quay	VF	W.			(Can. Govt.)
Baine Harbour	DY	W.	Cape Ray	PY	L. and W.
Bay Bulls	BJ	L.			(Can. Govt.)
Bay L'Argent	SB	W.	Carbonear	Q	L.
Bay Roberts	RO	L.	Carmanville	CZ	W.
Belleoram	BK	W. and L.	Catalina	CA	W.
Bell Island	RW	W. and L.	Change Islds.	CI	W.
Bishops Falls	BN	L.	Channel	CB	L. and W.
Bonavista	A	W.	Clareville	SO	L.
Bonne Bay	BO	L. and W.	Clarke's Beach	CK	L.
Botwood	BA	L.	Coachman's Cove	JC	W.
Braggs Island	WC	W.	Conche	CQ	W.
Branch	BD	W.	Conception Hr.	CN	L.
Brig Bay	BH	W.	Cooks Harbour	KS	W.
Brigus	BM	L.	Corner Brook	JH	L.
Brigus Junction	BS	L. (Railway)	Cow Head	WD	W.
Brunette	JK	W.	Curling	BY	L.
			Coxs Cove	DX	W.



# POST OFFICE



# CIRCULAR.

THURSDAY, 27th JANUARY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## RESIGNATION

✓ Coley's Point South .. . Mr. George Snow, Postmaster, effective 31st January, 1938.

## APPOINTMENT

Botwood .. . Mr. Bert Wells to be Messenger as from the 1st February, 1938.

## Correction in Last Week's Circular

Page 252 "Telegraph Offices and Call Letters." Cross out "Railway" after Argentina.

## MAILS

### Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 27th January. Delivery should be effected in Montreal and New York on or about Monday, the 31st January. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 28th January and arrive at Liverpool on the 3rd February, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "BERENGARIA" due to sail from New York on the 3rd February and arrive at Southampton on the 9th February.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 31st January. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF ATHOLL" due to sail from Halifax on the 5th February and arrive at Liverpool on the 12th February, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 5th February and arrive at Southampton on the 10th February.

## TELEGRAPHS

### Arrears of Telephone Rentals

A circular letter has been sent to Postmasters at telegraph offices repeating for telephone lines to which private telephones are connected, giving a list of subscribers who are in arrears for rental of telephones for the period ending 30th June 1937.

Officials receiving these letters are expected to use every effort to ensure that the amounts due are collected before 31st January if possible, and failing payment before that date to notify the Chief Inspector of Telegraph and Telephone services immediately by service message so that arrangements may be made for the prompt disconnexion of the telephone.

## Contracts for Telegraph Poles

Contracts for the supply of telegraph and telephone poles are being awarded during the present month and the successful tenderers are being advised of the acceptance of their tenders by service message. Postmasters at offices where such messages are being delivered are asked to impress upon the contractor the necessity for prompt return of one copy of his contract, properly signed, to this Department. Officials should make every effort to ensure that poles supplied are strictly in accordance with the specification given in the notice calling for tenders and that delivery is made exactly as shown on the contract.

## Reduction in Rates

Effective as from 16th January, 1938, the cable rates to the Island of Madeira will be as follows:—

	Full	CDE	DFD	NLT. min.	ADD. WORDS
Funchal ... ..	\$0.40	\$0.24	\$0.20	\$3.34	\$0.13 1/3
Porto Santo ... ..	\$0.42	\$0.26	\$0.21	\$3.50	\$0.14

The foregoing should be recorded in the office tariff in the appropriate places on page 38.

## Charges on "Collect" Telegrams from Government Departments to be Collected Before Delivery

The Postal Telegraphs in common with the Telegraph Companies, have always accepted the principle that a telegram is the property of the addressee and should be delivered irrespective of the fact that it may be a "collect" telegram on which the addressee refuses to pay the charges, in which case the office of origin is responsible for the charges.

It has been found necessary to modify this ruling in respect of "Collect" telegrams filed by Government Departments for points on this Department's Telegraph system, and as from the date of this issue of the Circular the following regulation will apply.

The charges on a "collect" telegram originating from a Government Department must in all cases be collected before the telegram is delivered to the addressee. If he refuses to pay, the telegram should not be delivered and the office of origin should be informed by service message. The office of origin will inform the Government Department concerned for decision as to whether the telegram is to be cancelled or delivered free to the addressee.

The office of origin is held responsible for the charges on a telegram filed as "collect" and must insist on a deposit or a guarantee of the charges, from the person filing same. A Postmaster or clerk failing to protect the Department in this respect will be called upon to make good the tolls of messages uncollectable at the office of destination.

Clerks are again reminded that "collect" telegrams must not be accepted for Government Departments except from authorised officials of the Department to whom the telegram is addressed.

## List of Telegraph Offices and Call Letters

(Continued from Page 252 of Post Office Circular of 20th January, 1938)

L. Denotes Landline.

W. Wireless.

Office	Call Letters	Character of Office	Office	Letters Call	Character of Office
D.			E.		
Daniels Harbour	DH	W	East Wabana	BI	L (Private)
Deer Lake	DR	L	Englee	NG	W
Dunville	DU	L	English Hr. West	XR	W
			Exploits	EX	W



Office	Call Letters	Character of Office	Office	Call Letters	Character of Office
F.			Great Burin	GU	L
Fair Islands	FD	W	Green's Hr.	GH	L
Flat Islands, B.B.	AJ	W	Greenspond	GP	W
Flat Islands, P.B.	FI	W	Griguet	GI	W
Flowers Cove	FW	W	Groais Island	HP	W
Fogo	FC	W			
Fortune	FO	L	H.		
Fortune Harbour	FR	W	Hant's Hr.	H	L
Fox Harbour	FH	L	Harbour Breton	HB	W
Francois	IF	W	Harbour Buffett	SU	W
			Harbour Deep	MB	W
G.			Harbour Grace	X	L
Gambo	GS	L	Harbour Main	HM	L
Gander Bay	GY	W	Heart's Content	K	L
Garnish	AN	W	Heart's Delight	HA	L
Gaultois	AU	W	Hermitage	HC	W
Glenwood	GW	L (Railway)	Herring Neck	HG	L
Glovertown	AB	L	Hickman's Hr.	VY	L
Grand Bank	GB	W. and L.	Hillview	J	L
Grand Bruit	WM	W	Holyrood	HY	L (Railway)
Grand Falls	GF	L	Horse Island	HI	W
Grand Falls Station	GD	L	Howley	HN	L

## ACCOUNTS

### Irregular Use of D.H. Telegraph Service

Contrary to instructions repeatedly given, many Postmasters are sending Dead-Head telegraph messages for enquiries concerning the payment of Money Orders.

The attention of Postmasters is directed to page 68 of the Post Office Circular of the 11th March, 1937, in which it was laid down that Postmasters should not send dead-head telegrams in connexion with enquiries made by the public concerning the payment of Money Orders. All such telegrams should be paid for by the person making the enquiry. After this date any Postmaster who infringes this regulation is liable to be charged with the cost of telegrams irregularly sent.

### Dating of Advices of Telegraphed Money Orders

Considerable trouble has been caused at Head Office by Postmasters who neglect to enter the date of receipt on Telegraphed Money Order Advice received at their offices. These advices to pay are often received at Head Office without shewing either the date of receipt or date of payment. It is essential that both dates be clearly shown.

### Dates on Issued Money Orders

Attention is also drawn to the failure of certain Postmasters to enter the correct date on Money Orders issued. It has been noted that the month of issue as shown in writing does not always agree with the impression of the date stamp. Postmasters should make sure that both the written date and that of the date stamp impression on the issued Money Order are identical.

### Receipts for Telegraph Expressage, Etc.

A receipt must be obtained for all payments on account of telegraph expressage, refunds, etc. Credit will not be allowed for payments of this nature unless the receipt is attached to the statement for the period in which the payment was made.

### Irregular Delivery of Duty Parcels

It has recently come to notice that some Postmasters deliver duty parcels and await the addressees' convenience for payment. This is a serious breach of Post Office regulations and must cease forthwith. Any officer who fails to protect the revenue by disobeying this regulation will be held responsible for any losses which may be incurred in this connexion.

### Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Logansport (Sta. 2) Ind. ....	Nos. 79126 to 79200 inclusive
Bethel Springs (Tenn.) ....	Nos. 120243 to 120400 inclusive
Mississippi City ....	Nos. 40546 to 40600 inclusive
Faubush, Ky. ....	Nos. 11688 to 11800 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and Page 58 of the Circular of the 11th February, 1937.



# POST OFFICE



# CIRCULAR.

THURSDAY, 3rd FEBRUARY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## OBITUARY

The Department regrets to announce the passing of Mr. Nathan French, Head Postmaster, St. John's, who died on the 31st. January 1938.

Mr. French entered the service in September 1925 as Postmaster at Bay Roberts. He was promoted in September 1932 to the post of Travelling Auditor and in July 1934 he was appointed to the position of Head Postmaster.

Mr. French was admirably equipped to fill the important responsibilities of the position of Head Postmaster. He was able in his work and his energy and enthusiasm coupled with his loyalty and single-minded devotion to duty made him an outstanding officer who can ill be spared. The Department has suffered an irreparable loss by his passing. To his sorrowing wife and family we of the Department extend our deepest sympathy.

SECRETARY.

## VACANCIES

St. John's General Post Office .. Head Postmaster. Salary \$2200-80-2600. Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to Tuesday, the 15th February. Candidates should state their names in full, date of birth, educational qualifications and departmental experience, and whether married or single. Candidates are forbidden to solicit outside aid in support of their applications. Appointment will be subject to a probationary period of one year. It is not the intention to appoint anybody from outside the service to this vacancy and there is no need, therefore, for it to be advertised to the public.

## APPOINTMENTS

✓ Coley's Point South ..... Miss Leah Snow to be Postmistress as from 1st. February, 1938.

## RETIREMENTS

St. John's Telegraph Delivery .... Mr. Gordon M. Hustins, Messenger, to retire on the 28th February, 1938, having reached the age limit for messengers.

Mr. Thomas Davis, Messenger, to retire on the 28th. February 1938, having reached the age limit for messengers.

## MAILS

Registered Envelopes

The Department is putting on issue immediately specially made strong registered envelopes for the greater security of money passing through the post. These envelopes are of four sizes and are lettered (A) (B) (C) and (D) as follows:

Envelopes	Sizes in inches	Price in cents
(A)	6 1/8 x 3 3/4	1
(B)	8 x 5	2
(C)	9 x 4	2
(D)	11 1/2 x 6	4

The ordinary postage and the registration fee must be affixed in stamps in the right hand top corner of the address side of the envelope.

Supplies of the new envelopes are being sent to all offices and they must be taken into stock and accounted for as saleable forms. Fresh supplies of these envelopes should be requisitioned as necessary on Stamp Requisition Form No. 1043.

These envelopes must not be used for sending official remittances to the Accounts Branch at Headquarters. They are supplied only for the use of the public not for official use.

All offices should take steps to acquaint the public with the introduction of these envelopes but without incurring expense thereby.

Prohibited Publications

Information has been received from the Customs Department that the publications named below should be added to the list of prohibited publications given on page 82 of the Post Office Circular of the 8th April 1937.

Screen Guide

Official Detective Stories.

Actual Detective Stories of Women in Crime

The Newfoundland Assorting Office at North Sydney and the St. John's General Post Office should be careful to exclude any of these publications from circulating in the mails and should forward any copies which may come under their notice to the Director of Postal Services. Any copies which may be received by Newfoundland Offices direct from abroad, either from foreign offices of exchange or in mails made up in the office of the publishers, should be dealt with similarly.

Correspondence Insufficiently Prepaid

There is reason to believe that many of the staff are not fully acquainted with the rules regarding the treatment of correspondence which has not been properly prepaid by the sender.

If there is a shortage of postage on a letter or other article of correspondence, but not a parcel or a register, the item should be taxed with double the deficiency. If for example the proper postage is 4 cents and the sender has affixed a 2 cents stamp only the deficiency is 2 cents and the item should be taxed double this, or 4 cents; if no stamps at all have been affixed the item should be taxed 8 cents.

Particular care should be taken with letters which weigh more than one ounce. There is reason to believe that many inland letters weighing over one ounce, instead of being prepaid at the inland rate of 4 cents for the first ounce and 2 cents for each additional ounce or fraction of an ounce, are allowed to pass bearing 4 cents postage only. Any letter of this description should be taxed with double the deficient postage but the taxing officer should be sure that the letter



definitely weighs more than one ounce. If there is any doubt the sender should be given the benefit and no tax should be raised.

The taxing of an item deficient in postage may be done wherever the item comes under notice at the office of posting, at a distribution office or at the office of delivery. The taxing officer should write on the cover of the item the letter "T" and the amount of the tax, e.g. "T 4 cents" and he should add a clear impression of the office date-stamp by the side of the endorsement. The officer delivering the item should first of all collect the amount of the tax from the addressee and if necessary he should inform the addressee of the reason of the tax. Revenue collected in respect of taxed correspondence should be brought to account as miscellaneous revenue.

**Registers and Parcels**—If at any point in the circulation through the post of a register it is observed that the value of the stamps affixed is insufficient to cover the appropriate charges the register should be marked with the amount of the deficiency, not double the deficiency as in the case of ordinary correspondence and the amount of the deficiency should be collected from the addressee on delivery. Parcels must be prepaid in full before being accepted from the public, both as regards ordinary postage and also the special fees for insured and C.O.D. services.

### Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday the 3rd February. Delivery should be effected in Montreal and New York on or about Monday the 7th. February. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S. S. "ASCANIA" due to sail from Halifax on the 6th February and arrive in England on the 13th February, but any letters endorsed "Via New York" will be forwarded for connexion with the S. S. "QUEEN MARY" due to sail from New York on the 9th February and arrive at Southampton on the 14th February.

Correspondence for Great Britain, Canada the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday the 7th February. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S. S. "DUCHESS OF YORK" due to sail from Halifax on the 12th February and arrive at Liverpool on the 19th February but any letters endorsed "Via New York" will be forwarded for connexion with the S. S. "BREMEN" due to sail from New York on the 12th February and arrive at Southampton on the 17th February.

An additional despatch for Great Britain and Transatlantic countries will be made by the S. S. "GERALDINE MARY" but the date of sailing of this boat has not yet been advised.

### TELEGRAPHS

**Telegrams to His Excellency the Governor must not be accepted "Collect"**

The staff should take note that telegrams addressed to His Excellency the Governor should not be accepted for transmission unless they are fully prepaid. In no circumstances should they be accepted "Collect."

### Telegrams to Palestine and Transjordan

The Department has been notified to the effect that effective immediately the full ordinary rates on telegrams from Newfoundland to Palestine and Transjordan will be as follows:

Palestine—41 cents per word.

Transjordan—44 cents per word.

Other rates follow the usual proportions; urgent rate being double, deferred rate one half and code rate three fifths of the full rate. The Night Letter rate is one third of the full rate with a minimum charge for 25 words. If any officer is in doubt as to the rate to be charged he should consult the Head Telegraph Office, St. John's by service telegram.

The necessary corrections should be made in the tariff books.

# List of Telegraph Offices and Call Letters

(Continued from Page 254 of Post Office Circular of 27th January, 1938.)

L. Denotes Landline			W. Wireless		
Office	Call Letters	Character of Office	Office	Call Letters	Character of Office
I			LaScie	FS	W
Indian Bay	IB	W	Lethbridge	BX	L (Railway)
Indian Island	ID	W	Lewisporte	BR	L
			Little Bay	NS	W
J			Little Bay Islands	UB	W
Jacksons Arm	PS	W			
Jersey Harbour	JR	W	M		
Jersey Side			Marystown	MY	W
(Placentia)	JS	L (Railway)	Merashien	MA	W
			Millertown Junction	JG	L (Railway)
K			Millertown	RI	L
Kings Cove	KC	W	Moretons Harbour	MO	W & L
			Musgravetown	MC	L
L			Musgrave Harbour	CF	W
Lamaline	VA	W			
LaPoile	NK	W			

## ACCOUNTS

### Errors in Money Orders

The following is a list of offices where officials were responsible for making four or more errors in the Money Order Service during the month of November 1937.

Office	No. of Errors	No. of orders issued and paid during November
Aguathuna .....	7	202
Belleoram .....	4	140
Botwood .....	8	615
Curling .....	5	307
Ladle Cove .....	4	37
Lewisporte .....	8	315
Victoria Village .....	6	65
	42	1621

Number of orders issued during November ..... 24,092

Number of orders paid at Post Offices during November ..... 9,687

Total ..... 33,779

Total number of Errors ..... 78

Percentage of Errors ..... 264

i.e. Nearly 8 errors per every 1000 orders issued and paid.

Number of figure errors ..... 127

Percentage of figure errors ..... 37

i.e. Nearly 4 figure errors per every 1000 orders assured and paid.

The record for November is an improvement upon that of previous months. It is hoped that the staff will continue to give the necessary attention to the work in order that this improvement may be maintained.



# POST OFFICE



# CIRCULAR.

THURSDAY, 10th. FEBRUARY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## OBITUARY

The Department regrets to announce the passing of Mr. Alexander Williams, who died on the 5th. February, 1938. Mr. Williams was retired from the Service on the grounds of ill-health on the 30th. April, 1937.

He entered the service in July 1913 as Telegraph Messenger and was promoted to Letter Carrier in 1914. He served from the 15th February, 1917 until the end of the war with H. M. Naval Forces and on his return in 1919 was promoted to the rank of Assorting Clerk. From 1926 until the date of his retirement he served as a Mail Clerk on the main line Travelling Post Office.

## JUBILEE GUILDS

Many of the Staff of the Department have during the past two years supported the Jubilee Guilds of Newfoundland and Labrador by becoming members and paying the annual subscription which was reduced last year from one dollar to fifty cents. Lady Eileen Walwyn, the President of the Guilds, has written to the Department expressing the hope that the generous assistance given by the Staff of the Department in past years will be continued.

The Staff are probably all well aware of the the magnificent work which the Guilds are doing and no doubt those who have hitherto been members, as well as many who have not before contributed, will desire to show their appreciation of the valuable work of the Guilds by contributing the sum of fifty cents and becoming members. A membership card will be sent to each contributor.

Arrangements will be made in the Accounts Department for subscriptions to be deducted from salary and paid into the funds of the Guilds on receipt of the necessary authority from members of the Staff.

## RESIGNATIONS

Head of Bay D'Espoir ..... Mrs. John Spencer, Postmistress effective 9th. February, 1938.  
Vacancy not advertised.

## CORRECTION

The total number of errors and the percentage of errors in connexion with Money Orders were shown on page 260 of last week's Circular as follows:—

Total number of Errors .....	.78
Percentage of Errors .....	264

This should, of course, be amended to read:—

Total number of Errors .....	264
Percentage of Errors .....	.78

In the notice which appeared on page 234 of the Post Office Circular of the 23rd. December was stated a quantity of twenty-five cents stamps despatched to Burin North were claimed not have been received by the Postmaster. This notice was given under a misunderstanding as the

Postmaster states that these stamps were actually received by him. The shortage of \$11.50 was, therefore, in respect of other denominations of stamps but which denominations investigation has failed to determine. In place of being charged with half the value of the loss the Postmaster has been fined the sum of one dollar for failing to act upon the instructions given on page 48 of the Post Office Circular of the 4th February 1937 relative to errors in stamp remittances.

## MAILS

### "All-up" Scheme for Empire Air Mail Services

As from the 14th. February first class mail, that is, letters and postcards and packets prepaid at the letter rate of postage and addressed to the the countries detailed in the list below will on arrival in England be forwarded to destination by Imperial Air Mail Services without the need for air surcharge or for distinguishing mark on label to indicate that the items in question are intended to be forwarded by air.

The countries referred to are:—

Anglo-Egyptian Sudan	Aden
Kenya (Colony and Protectorate)	Palestine and Transjordan
Uganda Protectorate	British India (including British Indian Post Offices on the Persian Gulf, in French India and in Tibet but excluding Portuguese India.)
Tanganyika Territory	Ceylon
Mauritius	Seychelles
Nyasaland Protectorate	Burma
Northern Rhodesia	Malaya
Southern Rhodesia	Federated Malay States
South Africa:—	Unfederated Malay States
Union of South Africa	Straits Settlements
South West Africa	North Borneo
Basutoland	Sarawak
Bechuanaland Protectorate	
Swaziland	
Zanzibar Protectorate	
Egypt	

All first class mail addressed to the above-named countries should be made up by the St. John's General Post Office and the Main Line T.P.O. going West in a special bundle labelled "London, F.S. Correspondence for Empire "All-up" Services which should be included in the bag for England. Specially printed labels for such bundles will be furnished by the Stores Department for use in the St. John's General Post Office and in the T.P.O.

The above-named countries are served by the England-Africa and England-India-Malaya Imperial Air Services. Correspondence addressed to other countries served by the England-Africa and England-India-Malaya-Australia services, if intended for onward transmission by air after reaching England, must be prepaid in addition to the ordinary postage at the special air surcharge rates which for information are given below:

Country	Letters per ½ Ounce	Postcards
Syria.....	6 cents	4 cents
Iran (except North).....	6 "	4 "
Iraq.....	6 "	4 "
Bahrein .....	12 "	6 "
Siam.....	22 "	10 "
Dutch East Indies .....	24 "	12 "
Australia.....	30 "	12 "
New Zealand.....	30 "	12 "
Hong Kong .....	12 "	6 "
Macao.....	24 "	12 "
China.....	36 "	18 "
Belgian Congo.....	16 "	8 "
Portuguese West Africa .....	20 "	10 "
.....	16 "	8 "

(p 265)



Portuguese West Africa ... ..	16 cents	8 cents
Madagascar ... ..	48 "	18 "
French Equatorial Africa ... ..	12 "	6 "
Nigeria ... ..	12 "	6 "
Gold Coast Colony ... ..	12 "	6 "

The special air mail rates for air correspondence addressed to countries served by the United States Foreign Air Mail Services are given on page 226 of the Post Office Circular of the 9th December, 1937.

## Letter Postage to British Empire, etc. Countries

The following list is given in order that the Staff may be aware of the full list of countries to which the British Empire rate of postage applies. This rate is 5 cents for the first ounce and 3 cents for each additional ounce or fraction of an ounce. The Postal Union rate which applies to all countries not shown in this list is 7 cents for the first ounce and 4 cents for each additional ounce or fraction of an ounce.

<b>Aden</b>	Gold Coast Colony	Pitcairn Islands
Ascension	Grenada	St. Helena
<b>Australia</b>	<b>Great Britain and</b>	St. Lucia
Azores	<b>Northern Ireland</b>	St. Vincent
Bahamas	Hong Kong	Samoa (British)
Banks Islands	<b>India</b>	Sarawak
<b>Barbados</b>	<b>Irish Free State</b>	Seychelles
<b>Bermuda</b>	<b>Jamaica</b>	Sierra Leone
British Guiana	Kenya and Uganda	Solomon Islands
British Honduras	Leeward Islands	<b>South Africa</b>
British Somaliland	<b>Malay States</b>	South Georgia
Brunei	Malta	Southern Rhodesia
<b>Burma</b>	Mauritius	<b>Straits Settlements</b>
Cameroons	New Guiana	<b>Sudan (Anglo Egyptian)</b>
<b>Canada</b>	New Hebrides	Tanganyika
Cayman Islands	<b>New Zealand</b>	Tibet
<b>Ceylon</b>	Nigeria	Togo (British)
Cook Islands	Norfolk Island	Tortola
Cyprus	North Borneo	Tristan Da Cunha
<b>Egypt</b>	Northern Rhodesia	Turks and Caicos
Falkland Islands	Nyasaland	Islands
Fanning Island	<b>Palestine</b>	<b>United States of</b>
Fiji Islands	Papua	<b>America</b>
Gambia	Persian Gulf Ports of	Zanzibar
<b>Gibraltar</b>	Bahrein	
Gilbert and	Dubai	
Ellice Islands	Muscat	

A complaint was made recently by a member of the public that he was charged the higher Postal Union rate for letters addressed to Aden. The above notification should, therefore, obviate the possibility of any further complaints of this nature in the future. This information will be contained in the Post Office Guide which is in course of preparation.

## Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday the 10th February. Delivery should be effected in Montreal and New York on or about Monday the 14th February. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S. S. "GERALDINE MARY" the date of sailing of which has not yet been definitely announced but will probably be on the 16th or 17th February, but any letters endorsed "Via New York" will be forwarded for connexion with the

S. S. "PRESIDENT HARDING" due to sail from New York on the 16th February and arrive at Plymouth on the 24th February.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday the 14th February. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S. S. "GERALDINE MARY" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "AMERICAN BANKER" due to sail from New York on the 18th February and arrive at Plymouth on the 27th February.

Information with regard to the closing of the mails for despatch by the S. S. "GERALDINE MARY" will be given as soon as the date of sailing of this boat is known.

## TELEGRAPHS

### Telegrams from Trains and Steamers Must be Prepaid

Telegrams handed in by passengers on trains or steamers enroute, must be prepaid. If a "Collect" telegram from a passenger is passed in by a messenger after the train or steamer has left a service message should be sent to the sender at the first stop or port where it can be delivered notifying the sender that "Collect" telegrams cannot be accepted from passengers enroute and that the telegram has been filed "Unsent."

A receipt or acknowledgment of delivery of the service message should be obtained from the passenger whenever possible. Failing this delivery should be made to the Conductor or Purser who should be asked to sign the receipt.

### Storage Batteries and Delco Chargers

The attention of all offices at which storage batteries and Delco chargers have been installed is again directed to pages 207 and 208 of the Post Office Circular of the 11th November 1937. The instructions should be read again and care should be taken to see that batteries are only filled with water immediately before charging and that batteries are kept charged during frosty weather by giving them a short charge before the staff leave the office on cold nights, Saturday nights or the eve of whole holidays. Officers should be sure that oil in the base of the engine is changed as set forth in the instruction book and that the engine is never started without making sure first that the base is full of oil.



# POST OFFICE



# CIRCULAR.

THURSDAY, 17th, FEBRUARY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## VISIT OF HIS EXCELLENCY THE GOVERNOR

On Friday the 4th. February the Department was honoured by a visit from His Excellency the Governor who was accompanied by the Hon. J. H. Penson, M.C., Commissioner for Finance and Lt. Commander J. A. Dicken, A.D.C.

His Excellency inspected the various Sections of the Department and the St. John's General Post Office and commented favourably upon the work of the Staff.

## APPOINTMENTS

Deer Lake .. .. Mr. G. C. Ralph to be Assistant as from the 4th. January, 1938.

St. John's General Post Office .. .. Mr. Donald French to be Assorting Clerk as from the 1st. February, 1938.

✓ Head of Bay D'Espoir .. .. Miss Mary Sutton to be Postmistress and Telephone Attendant as from the 10th. February, 1938.

## CORRECTION

✓ At the bottom of page 262 of last week's Circular cross out the item which reads "Portuguese West Africa 20 cents and 10 cents" and insert "Portuguese East Africa 16 cents and 8 cents."

## MAILS

### St. John's-Conception Bay T.P.O.

In order to relieve congestion on the above named T.P.O. on the inward journey to St. John's mails will be made up at the Post Offices at Carbonear, Harbour Grace and Bay Roberts as follows.

1. Each Office will make up a bag for St. John's G.P.O. This bag will contain all St. John's letters, all St. John's Registers, and all letters passing forward through St. John's. Separate bundles will be made for St. John's and St. John's forward.
2. Registers to pass forward through St. John's will be made up in one package addressed to St. John's G.P.O. and billed on the Conception Bay T.P.O. as one registered item.
3. Registers which are to connect with No. 1 Express at Brigus Junction will be made up in one package addressed to No. 1 Express T.P.O., and billed on the C.B. T.P.O. as one registered item
4. Double-faced bundles, that is with the address of the outside letters exposed to view, will be made up for towns in Newfoundland for which there are fifteen or more letters.
5. Letters for places along the main lines of Railway for which there are less than fifteen letters each will be made up in mixed bundles and face-slipped "No. 1 Express."
8. Parcels will be made up in separate bags in accordance with instructions on page 41 of the Post Office Circular of the 28th January, 1937.

7. Insured parcels for St. John's, if there are as many as five, will be made up in a bag labelled "Insured G.P.O. St. John's."
8. Foreign letters will be assorted into bundles as follows:

**A. At Carbonear**

- |                              |                   |
|------------------------------|-------------------|
| (1) Montreal,                | (6) Sydney fwd.   |
| (2) Toronto,                 | (7) New York,     |
| (3) Halifax and Campbellton, | (8) New York fwd. |
| (4) Halifax and Sydney,      | (9) Boston        |
| (5) Sydney,                  | (10) Boston fwd.  |

All the above will be face-slipped. All foreign letters not belonging to any one of these divisions will be made up in bundles for No. 1 Express.

**B. At Harbour Grace and Bay Roberts**

- |                              |                   |
|------------------------------|-------------------|
| (1) Montreal,                | (5) Sydney fwd.   |
| (2) Toronto,                 | (6) New York fwd. |
| (3) Halifax and Campbellton, | (7) Boston fwd.   |
| (4) Halifax and Sydney,      |                   |

All the above will be face-slipped. All foreign letters not belonging to any one of these divisions will be made up in bundles for No. 1 Express. Two of these bundles will be made (a) Canada, (b) U.S.A., and also a third bundle for Great Britain and Transatlantic countries whenever these mails are due to be sent to the No. 1 Express for despatch via Canada. Care should however be taken to see that mails for Great Britain and Transatlantic countries are forwarded to St. John's whenever a direct boat with which they can connect is due to leave St. John's for Liverpool or other British port.

### Assorting Divisions

Renewed attention is directed to the instructions on page 37 of the Post Office Circular of the 21st. January, 1937, with reference to assorting Divisions.

In particular, the offices listed below, whose outward mail circulates through Carbonear, are directed to make double-faced bundles for St. John's and any settlement in Newfoundland for which there are 15 letters or more for despatch at one time.

Old Perlican,	Kingston,
Daniel's Cove	Perry's Cove,
Grates Cove,	Salmon Cove,
Red Head Cove	Victoria,
Bay de Verde	Freshwater,
Caplin Cove,	Brownsdale,
Lower Island Cove,	New Melbourne,
Burnt Point,	Hant's Harbour,
Northern Bay,	New Chelsea,
Ochre Pit Cove	Winterton
Western Bay,	New Perlican
Broad Cove,	Heart's Content.

All letters for places for which there are not as many as fifteen for despatch should be made up in a mixed bundle. Foreign letters should always be made up in a separate bundle from local letters.

### Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, Thursday the 17th. February. Delivery should be effected in Montreal and New York on or about Monday the 21st. February. Correspondence for Great Britain and Transatlantic countries will be despatched by the S.S. "GERALDINE MARY" expected to sail on the 17th



February, but any letters endorsed "Via New York" will be forwarded for connection with the S. S. "QUEEN MARY" due to sail from New York on the 23rd, February and arrive at Southampton on the 28th, February.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday the 21st, February. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be despatched by the S. S. "DROMORE" which is expected to sail from St. John's for Liverpool on the 22nd, February, but letters endorsed "Via New York" will be forwarded for connection with the S. S. "EUROPA" due to sail from New York on the 25th, February and arrive at Southampton on the 3rd, March.

## TELEGRAPHS

### Errors, Delays and Failures

In the month of January there were 12 errors and 1 failure of service. Two of the errors were over the Telephone system.

#### ERRORS

Between Lomond and Bonne Bay .. .. .	1 (Telephone)
" St. John's and Bonne Bay .. .. .	1
" St. John's and Campbellton .. .. .	1
" St. John's and Deer Lake .. .. .	1
" Placentia and Grand Bank .. .. .	1
" Placentia and Lamaline .. .. .	1
" <del>Nippers Harbour and Baie Verte</del> .. .. .	<del>1 (Telephone)</del>
At Placentia (Relief Operator) .. .. .	2
" Badger .. .. .	1
" Bonavista .. .. .	1
" Arnolds Cove .. .. .	1
" Little Bay Islands .. .. .	1

#### FAILURE OF SERVICE

At Princeton (Relief Agent) .. .. .	1	<i>See page 291</i>
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**CORRECTION:** In the list of Telegraph errors, failures and delays, published on page 199 of the Post Office Circular, Badger's Quay is shown as being responsible for two errors. This should read "one error—by relief operator."

## Traffic

The total number of paid telegrams for January was 29845 of which 1157 were sent by the priority service. The total for January 1937 was 23497.

The number of service messages for January was 4753 as compared with 4594 for January 1937.

The number of DH messages for January was 1468 as compared with 1225 for January 1937.

Renewed attention is called to the necessity for using the service message and DH message system only in cases of emergency.

The public message service consisted of 7741 words which is the equivalent of 5170 telegrams at the St. John's Head Office.

## Ice and Weather Reports From Labrador Wireless Stations

Commencing Saturday the 12th. February ice and weather reports will be received from Point Amour, Battle Harbour, Belle Isle, Cartwright and Hopedale in the interests of the Seal-fishery.

These reports are being given to the local Daily Papers and Broadcasting Stations for the information of the public.

## ACCOUNTING

### Endorsement of Cheques

Cheques are to be endorsed exactly as they are drawn. For example if a cheque is drawn in favour of "John James Brown" it must be endorsed on the back "John James Brown." If the person concerned cannot write, he must put a cross (X) on the back of the cheque as his endorsement and two witnesses to this mark must sign their names and add their addresses on the back of the cheque. One of them should also write opposite the cross "John James Brown—His mark."

Cases are not infrequent where the drawer of a cheque spells the name incorrectly of the person in whose favour the cheque is drawn, e.g., the name "Piercey" might be spelt "Piercy". In those cases the endorsement should show the full name exactly as it appears on the front of the cheque and underneath the correct name of the person concerned.

### Offices Issuing Mutilated Money Orders

The following is a list of offices at which the officials in charge are responsible for issuing mutilated Money Orders during the month of January 1938:—

Argentia,	Hermitage,
Bell Island Mines,	Herring Neck,
Braggs Island,	Humbermouth,
Carbonear,	Lawn,
Carmanville,	Little Bay West,
Catalina,	Little Heart's Ease,
Channel,	Lower Island Cove.
Corner Brook,	Lush's Bight,
Curling,	Musgravetown,
Fermeuse,	Searston,
Gooseberry Cove,	Summerford,
Grand Falls,	St. Fintans,
Hampden,	St. John's East.
Hants Harbour,	Trinity, T.B.
Heart's Delight.	

These offices should exercise greater care as repeated instructions have been issued on pages 175, 227 and 239 with regard to this matter. An officer issuing a mutilated order will be held responsible for any loss incurred to the Revenue through his failure to obey instructions.



# POST OFFICE



# CIRCULAR.

THURSDAY, 24th FEBRUARY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## TRANSFERS

St. John's, G. P. O. ..... Mr. W. G. Facey, Postmaster St. John's East End Post Office to be Head Postmaster, St. John's G. P. O. as from 1st March, 1938.

St. John's East End Post Office .. Mr. W. G. Atwill, Senior Clerk, St. John's G. P. O., to be Postmaster St. John's East End Post Office as from 1st March, 1938.

## VACANCY

Port Anson ..... Postmaster and Telephone Attendant. Salary \$84. per annum. Applications close 8th March, 1938. Advertised locally.

## Injuries on Duty

In connexion with Rule 21 of the Book of Rules issued for the Discipline and Guidance of Civil Servants, in which are laid down the instructions to be followed by any person in the Department who may be injured by an accident in the course of or arising out of his or her official employment, it should be noted that in the case of injuries requiring medical attention the services of the nearest Medical Health Officer of the Department of Public Health and Welfare should be obtained. Only if the services of such an officer are not readily available should an outside doctor be called.

Whenever hospital treatment of injured employees is necessary it should, if possible, be obtained at the General Hospital or one of the Cottage Hospitals maintained by the Government.

## MAILS

### Mail Contracts

The following notice appeared on page 118 of the Post Office Circular of the 10th June, 1937:

"Two copies of contracts for the conveyance of mail have been or will be posted to all who have been awarded seven month's, eight month's or twelve month's contracts. One copy must be signed by the Contractor, the signature witnessed and returned to the Director of Postal Services."

"Postmasters will enquire from Contractors if their contracts have been properly signed and returned, and advice them that no payment will be made for Courier services after the month of June unless one copy properly signed has been received by the Director of Postal Services."

Despite this notice the Department has received a number of bills for the winter Courier Service and the contract has not been received by the Director of Postal Services. These bills have been returned to the Contractor with a notation to the effect that his contract has not been received.

### Courier Bills

The following notice appeared on page 125 of the Post Office Circular of the 24th June 1937

"Postmasters from whose offices couriers are operating and who have not proper forms of courier bills in stock should apply to Stores Department for them."

There are still many offices using a scrap of paper for the preparation of courier bills. Such bills will be returned in future as irregularly prepared. Postmasters at fault should read the Circular and follow the instructions given in this and all other cases.

## Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's up to 3.30 p.m. (late fee letters 4.15 p.m.), for despatch, same day, on Thursday, the 24th February. Delivery should be effected in Montreal and New York on or about Monday, the 28th February. Correspondence for Great Britain and Transatlantic countries will be forwarded to Halifax for connexion with the S.S. "MONTCLARE" due to sail from Halifax on the 5th March and reach England on the 12th March, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 2nd March and arrive at Southampton on the 7th March.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 28th February. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "MONTCLARE" but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

If the S.S. "DROMORE" has not sailed from St. John's for Liverpool on the 24th February mails for Great Britain and Transatlantic countries will be despatched by this steamer instead of being forwarded to Halifax.

## TELEGRAPHS

### Delivery of Messages to Lapsed Registered or Unregistered Addressees

Should a cable message be received for an address which has lapsed and been cancelled or for an address not previously registered, the addressee should, if known, be communicated with and advised of the receipt of the message and that he has apparently overlooked renewing or registering the address. At the same time it should be pointed out that under the Telegraph Companies regulations the message cannot be delivered until such time as the address has been renewed or registered. If the addressee then declines to register the address the message should nevertheless be delivered to him with a written notice to the effect that any future messages so addressed will be reported undelivered without any advice to the addressee.

A copy of such notice will then be delivered to the Telegraph Company for its information. A careful record should be kept of all such where the addressee declines to register an address in order that any subsequent messages may be correctly handled.

Upon receipt of a cable message directed to an unregistered address, old registers or records should not be referred to further back than the beginning of the preceding year in an effort to ascertain for whom the cable message is intended.

### Winter Schedules of Labrador Wireless Offices

Point Amour .....	9 a.m. to 6 p.m.
Battle Harbour .....	8 a.m. to 9 p.m. or until all traffic is cleared. During the Sealfishery 8 a.m. to 11 p.m.
Bell Isle .....	This station is officially closed during Winter months, but schedules are retained with St. John. N.B. (VAR) to clear Government traffic at 8.50 a.m., 12.50 p.m. and 8.50 p.m.; also a schedule with Point Amour at 2.30 p.m. to clear weather messages. Receiver is kept on unofficially most of the day. Watch keeping hours during the Sealfishery are 8.30 a.m. to 1 p.m., and 3.30 p.m. to 9 p.m.
Cartwright .....	8 a.m., 10 a.m., Noon, 2 p.m., 4 p.m., 8 p.m.
Hopedale .....	8 a.m., 10 a.m., Noon, 2 p.m., 4 p.m. and 6 p.m.

All times are Newfoundland time.



## List of Telegraph Offices and Call Letters

(Continued from Page 260 of the Post Office Circular of 3rd February, 1938)

L. Denotes Landline.			W. Wireless.		
Office	Call Letters	Character of Office	Office	Call Letters	Character of Office
<b>N</b>			<b>P</b>		
Nfld. Airport	AP	L (Railway)	Pass Island	WS	W
New Harbour	NH	L	Petit Forte	PF	W
Newtown	CH	L	Pilley's Island	PI	W
Nipper's Harbour	BC	W	Placentia	AC	L and W
Norris' Arm	XS	L	Pool's Cove	RA	W
Norris' Point	NX	W	Port au Port	RV	L
Northern Bay	NB	L	Port aux Basques	C	L (acceptance only C. C. Co.)
Notre Dame Junct.	NO	L (Railway)			
<b>O</b>			Port Blandford	CY	L
Oderin	RP	W	Port de Grave	DG	L
Old Perlican	OP	L	Port Saunders	RU	W
			Port Union	WF	W
			Princeton	PC	L (Railway)
			Pushthrough	HS	W

## ACCOUNTING

### Irregularities in Accounting

A list is given below of certain types of accounting irregularities made by Postmasters with an indication of the offices mainly responsible. As all these matters have at various times been brought to the notice of the Staff, those who are at fault should read the instructions carefully and effect the necessary improvement in their work.

**Stamp Credits.** A survey of current Postmasters' statements reveals stamp balances on hand exceeding credit limits. Steps must be taken immediately by Postmasters to whom this applies to reduce their balances on stamp account to their respective limits.

#### Omission of Duty Bill Numbers from Duty Remittance Form 1045

Arnold's Cove Station	Little Paradise
Brooklyn	Little Bay
Broad Cove	Little Bay Islands
Battle Harbour	Long Beach
British Harbour	Morrisville
Cape La Hune	Salmon Cove
Gander Bay	Tizzard's Harbour
Jamestown	

**Daily Telegraph Checks.** Out of 78 offices on the St. John's circuit only 8 sent in the correct Telegraph cash for 31st December. Most of the errors were due to not checking the greeting messages as instructed. Postmasters should note that instructions relating to the checking date for special greeting messages must be carefully followed.

In preparing the daily checks care must be taken to charge the correct amount for each message.

As all messages are checked according to date it is essential that the date of each message be noted before including with checks.

Service messages in respect of Telegraph checks must be answered promptly.

#### **Sending in Stamp Requisitions Without Cash**

Bay Roberts  
Belleoram  
Brown's Arm  
Hant's Harbour  
Harbour Grace  
Little Paradise  
Marystown

Port aux Choix  
Ramea  
St. Jacques  
St. Lawrence  
Sops Arm  
Terra Nova  
Tors Cove

This is contrary to instructions contained in Secretary's Circular Letter, Form No. 1073, of 1st December 1937, and on page 251 of the Post Office Circular of the 20th January, 1938.

#### **Failure to Attach List of Telephone Subscribers to Term Statements**

Hare Bay

St. George's

#### **Irregular Use of "Accountants" Envelopes for Remitting Cash**

Cape Broyle  
Conception Harbour  
New Perlican

Kelligrews  
St. George's

This is contrary to instructions on page 42 of the Post Office Circular of the 28th January, 1937.

### **Stolen United States Postal Money Order Forms**

The following U. S. A. Money Order Forms have been reported stolen:—

Central N. Mex .....	Nos. 98728- 98800
Rochester (Station 30) N. Y. ....	Nos. 91042- 91400
Declo, Idaho .....	Nos. 37801- 38000
Marshfield, Ind. ....	Nos. 31589- 31600
Coakley, Ky. ....	Nos. 586- 600
Pope, Miss .....	Nos. 65244- 70000
West Norwood, N.J. ....	Nos. 60565- 60600
Birchton, W. Va. ....	Nos. 19603- 19800
Townsend, Del. ....	Nos. 119399-119600
Cardin, Okla. ....	Nos. 124601-124800
Beloit, Wis. Sta. 3. ....	Nos. 81676- 81703

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January 1937 and Page 58 of the Circular of the 11th February, 1937.



# POST OFFICE



# CIRCULAR.

THURSDAY, 3rd MARCH, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

No. 1073, of 1938.

## APPOINTMENTS

St. John's Telegraph Delivery ... Mr. Leslie French to be Messenger as from 1st March, 1938.  
 Swift Current ... Mr. H. D. Beck to be Telephone Attendant as from 1st April, 1938  
 ✓ McIvers ... Mrs. Wm. B. Lovell to be Postmistress and Telephone Attendant as from 1st March, 1938. ✓

## RETIREMENTS

St. John's Telegraph Delivery ... Mr. W. Stone, Messenger, to retire on the 31st March, 1938.  
 ✓ Brakes Cove ... Mrs. E. Delaney, Postmistress and Telephone Attendant, retired on the 15th February, 1938, on abolition of office.  
 Swift Current ... Mrs. J. Crocker, Telephone Attendant, to retire as from 31st March, 1938.

## Office Closed

✓ Brakes Cove ... The Post Office at Brakes Cove, B.O.I., closed on the 15th February, 1938. The nearest office for all classes of business is Cox's Cove.

## Office Opened

✓ McIvers ... A Postal and Telephone Office was opened at McIvers, B.O.I., on the 1 March, 1938. Only Post Office work of a non-Money Order nature will be performed. Telegraph facilities will be available by telephone connexion with Curling. The nearest office for Money Order and C.O.D. work will be Cox's Cove.

## STATISTICAL PERIOD

Postmasters are reminded that the semi-annual statistics will be taken during the month of April, commencing on the 1st April and ending on the 30th April. The necessary forms are being mailed to all offices. Reference is made on page 190 of the Post Office Circular of the 14th October to instructions which at different times have been issued to guide the Postmasters in filling in the statistical forms. In many instances, the statistical reports for last November show that these instructions have not been followed as they should have been. Postmasters in filling in the statistical forms should satisfy themselves that they are filling them correctly, according to the instructions which have been issued. In particular attention is again directed to the following points:—

### (1) Form 1213, the Correct Use of the "Total" Column

In this column should be entered the added totals of each class of correspondence, e.g., in the case of local letters the total number posted, passing through, and delivered

would be entered on the appropriate line in the Total column. The letters delivered are those delivered in Post Office Boxes and by Letter Carriers as well as the General Delivery.

(2) **The Entering of Foreign Parcels on Forms 1213 and 1212**

The foreign parcels delivered to be entered on Form 1213 are those which are admitted duty free. Dutiable small packets, dutiable parcels and dutiable insured parcels delivered are to be entered on Form 1212 in the space provided for Duty Parcels Delivered.

(3) **Form No. 1214 For "Gross Receipts from Telegraphs"**

Some Postmasters enter the total number of telegrams and phonotelegrams handled. "Gross receipts" mean the total fees collected, either in cash or certified bills, on telegrams and phonotelegrams handled during the period of the statistics; that is during the month of April.

## IRELAND

The staff should note that the name "Irish Free State" has been changed to "Ireland" or "Eire."

### Newfoundland Fisheries Board

A notice issued by the Newfoundland Fisheries Board with reference to the lobster fishery has been sent to all offices in the following areas.

- (1) From Ladle Cove to Campbellton, Notre Dame Bay.
- (2) In the Bay of Islands.

All offices receiving this notice should exhibit it in a conspicuous position on the public side of their offices for the information of the public.

## MAILS

### Parcel Post to Spain

With reference to the notice which appeared on page 47 of the Post Office Circular of the 4th February, 1937, notice is hereby given that the parcel post service to Spain is resumed under the following conditions:—

- (1) The name of the province must appear in the address.
- (2) The service will apply to ordinary parcels only which will be accepted at senders risk and no compensation will be payable in respect of loss or damage.
- (3) The senders must indicate on the Customs Declaration his instructions for disposal of the parcel in the event of non-delivery.
- (4) Parcels for places in Spanish Government territory must be marked "via England and France." Parcels for places in Insurgent territory must be marked "via England and Portugal."

The parcel post service to the Balearic Islands, Spanish Morocco (except British Agencies) and Spanish Guiana is still suspended.

## FOREIGN MAILS

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 3rd March. Delivery should be effected in Montreal and New York on or about Monday, the 7th March. Correspondence for Great Britain and Transatlantic coun-



tries will be held back for despatch by the S.S. "DROMORE" which will sail for Liverpool as soon as ice conditions permit, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 9th March and arrive at Southampton on the 14th March.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's. up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 7th March. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF YORK" due to sail from Halifax on the 12th March and arrive in England on the 19th March, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 12th March and arrive at Southampton on the 17th March.

## TELEGRAPHS

The Public News Despatch is a daily bulletin of Foreign and Local news issued under the authority of the Home Affairs Department and in a number of cases is the only medium isolated Outport Offices have of keeping posted on questions of public interest. It is the wish of the Home Affairs Department that this message be distributed to every Telegraph and Telephone Office on this Department's system. The attention of the Staff in the Outports is therefore again called to the instructions already published on pages 63 and 107 of the Post Office Circular.

The forecast which is a daily feature of this Broadcast is essential in the interests of safety to fishermen and sailors and must be given the very widest and most prominent publicity.

## LIST OF TELEGRAPH OFFICES AND CALL LETTERS

(Continued from page 271 of the Post Office Circular of 24 February, 1938)

L. Denotes Landline

W. Wireless

Office	Call Letters	Character of Office	Office	Call Letters	Character of Office
R.			St. Albans	OR	W
Ramea	JM	W	St. Andrew's	D	L
Red Island, P.B.	RE	W	St. Anthony	AY	W
Rencontre	RC	W	St. Brendan's	GJ	W
Rencontre West	MF	W	St. Fintans	CX	L
Robinson's Station	RD	L (Railway)	St. George's	SA	L
Renews	RG	L	St. Jacques	P	L
Rose Blanche	YK	W	St. John's G. P. O.	Z	L
S.					L and W
Sagona	VS	W	Signal Hill		(Canadian
Seal Cove (W. Bay)	SV	W	(St. John's)	MS	Marconi Co.)
Sound Island	WR	W	St. Joseph's	OS	W
Spaniard's Bay	SR	L	St. Juliens	HQ	W (Seasonal)
Springdale	SP	W	St. Kyrans	KY	W
Spruce Brook	GC	L (Railway)	St. Lawrence	ST	W
Stephenville Crossing	S	L	St. Mary's	SM	W
Stone's Cove	SC	W			

## ACCOUNTS

## Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for making four or more errors in the Money Order service during the month of December, 1937:—

Office	No. of Errors	Orders Issued and Paid During December
Aguathuna .....	4	155
Argentia .....	5	153
Belleoram .....	4	101
Botwood .....	4	736
Brigus .....	4	222
Buchans .....	7	1,639
Cape LaHune .....	4	30
Corner Brook .....	4	2,306
Curling .....	5	413
Deer Lake .....	4	542
Gambo .....	4	262
Grand Falls .....	4	2,514
Lewisporte .....	4	307
Millertown .....	4	323
Moreton's Harbour .....	4	119
Nipper's Harbour .....	4	89
Norris Point .....	5	35
Roberts Arm .....	4	56
St. Brendan's .....	4	123
St. George's .....	6	345
Victoria Village .....	5	74
	93	10,544

Number of Orders issued and paid at Post Offices during December:

Number of Orders issued .....	28,017
Number of Orders paid .....	14,617
Total .....	42,634
Total number of errors .....	332
Percentage of errors .....	.78
i.e. nearly 8 errors per every 1,000 orders issued and paid.	
Total number of figure errors .....	197
Percentage of figure errors .....	.46
i.e. Approx. 4½ figure errors per every 1,000 orders issued and paid.	

## Repayment of Money Orders

Despite repeated instructions some Postmasters are repaying Money Orders drawn on England and European countries without the authority of the Accounts Department, St. John's.

All such orders are advised on England and are not repayable to the remitter without the authority of the Accounts Department, St. John's, which will be advised by the Money Order Department, London, as to whether the order has been paid.

Postmasters failing to follow instructions will be held responsible for any loss which may arise through double payment of these orders.



# POST OFFICE



# CIRCULAR.

THURSDAY, 10th MARCH, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENT

St. John's G. P. O. ... Mr. Thos. Crotty, Letter Carrier, to be Porter in the St. John's G. P. O., as from 1st March, 1938.

## RESIGNATION

✓ Birchy Head ... Mr. Thos. Hutchings, Postmaster, as from 31st March, 1938. Salary \$36 per annum. Applications close 22nd March, 1938. Advertised locally.

## Direct Transatlantic Steamer Schedule

The following is the schedule of the Furness Withy Steamers between Liverpool and St. John's for the next two months. This schedule is subject to change without notice:

Steamer	Liverpool to St. John's	St. John's to Liverpool
Nova Scotia		16th March
Newfoundland	10th March	1st April
Nova Scotia	31st March	22nd April
Newfoundland	21st April	10th May

Postmasters should take the necessary steps to keep the public informed of the latest date and time of posting at their offices for connexion with direct despatches from St. John's by the above mentioned steamers.

## Testing of Weights and Scales

Attention is directed to the reference on the above matter which appeared on page 243 of the Post Office Circular of the 6th January last.

It has now been decided that the Department of Customs will in future make no charge for the testing and examination of weights and scales in Government Departments.

The third and fourth paragraphs of the reference on page 243 should, therefore, be regarded as cancelled.

## MAILS

### Fraudulent Use of Postage Stamps Already Used

Every person who uses or attempts to use in prepayment of postage on any letter or mailable matter posted in Newfoundland, any postage stamp which has been before used for a like purpose, or who uses or attempts to use for the purpose of transmission by or through the post any post card or stamped envelope or stamped post band or wrapper which has been before used for a like purpose shall incur a penalty not exceeding forty dollars for every such offence (extract from Postal and Telegraph Act).

If a Postmaster has grounds for believing beyond all reasonable doubt that a stamp affixed to an item of correspondence or printed or embossed on any stamped stationery has already been used he should withhold the item of correspondence from the normal course of circulation in the mails and forward it with a report to the Secretary. The stamp should not be cancelled with the office date stamp. The report should give the date of posting of the item and the name and address of the sender if known to the Postmaster.

It goes without saying that Postmasters should exercise extreme care in this matter and should not withhold an item from due course of circulation unless the evidence of fraudulent use is conclusive. It does not follow for example that because a stamp is dirty it has necessarily been used on a previous occasion. The most conclusive evidence is the mark of a previous date stamp or postmark.

Attention is directed in this matter to page 130 of the Post Office Circular of the 1st July, 1937, in which reference is made to the irregular use of Customs duty stamps.

### Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 10th March. Delivery should be effected in Montreal and New York on or about Monday, the 14th March. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 16th March and arrive at Liverpool on the 22nd March. but any letters endorsed "Via New York" will be forwarded for despatch by the S.S. "BERENGARIA" due to sail from New York on the 17th March and arrive at Southampton on the 23rd March.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 14th March. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 19th March and arrive at Southampton on the 24th March.

### Return of Mail Bags

The attention of the Staff at all offices is again directed to the necessity for returning mail bags to the St. John's General Post Office without delay and by every despatch leaving the office.

The offices in the St. Barbe and White Bay Districts, where winter courier services are difficult, may however return empty bags whenever it is possible for the couriers to take them on return trips.

In no circumstances should any Postmaster take it upon himself to condemn a mail bag as unfit for further use and to retain it at his office. The Stores Department arranges for the repair of all faulty mail bags and considerable economy can be effected by putting such bags into service for a further period.

## TELEGRAPHS

### Examination of Telegrams

Attention is directed to the following Circular No. 48 issued on the 17th June, 1935, in connexion with the examination of telegrams for evidence of transmission and daily exchange of numbers to avoid losses:—

- "A. At regular intervals (hourly if possible) the sent file should be inspected to ascertain if all telegrams sent since the last inspection bear the proper evidence of transmission.



- "B. The numbers on telegrams sent and received are to be examined to see that none are missing, and any errors discovered are corrected.
- "C. Numbers are to be compared daily between offices at closing.
- "D. If through any unavoidable cause numbers cannot be exchanged on the date of transmission, comparison must be made on the following morning.
- "E. Where a telegram is lost through failure to observe or apply these rules a minimum fine of 50 cents will be imposed on each operator at fault. This amount will be increased as may be necessary in order to cover all expense to which the Department is put as a result of the error."

### Special Sunday Arrangements During Sealfishery

Continuing the practice of former years the St. John's Head Office will be open on Sundays from 8 a.m. to midnight during the prosecution of the Sealfishery. The Railway wireless station at Port-aux-Basques will serve as a relay station for the sealing steamers operating in the Gulf of St. Lawrence.

### New Public Telephone Office

A public telephone was installed in the residence of Mr. D. J. Legge, Heatherton, on the 26th February. Robinson's Station is the controlling telegraph office.

### Secrecy of Telegrams

Any person employed in a Telegraph office who divulges the contents or substance of a telegram otherwise than by delivering the telegram or giving a copy of it to the person to whom he is authorised to deliver such telegram or give such copy shall be guilty of a misdemeanour, and on conviction thereof shall be liable for every such offence to a penalty not exceeding four hundred dollars or to imprisonment without hard labour for any term not exceeding two years (extract from Postal and Telegraph Act).

If an officer of the Department is served with a subpoena calling for the production of a message before a legal tribunal he should send notification immediately to the Secretary, giving all particulars and await instructions.

Even under subpoena messages should not be produced elsewhere than before the legal tribunal nor should they be exhibited or surrendered to any legal prosecuting or other Attorney outside the Courtroom. When messages so produced have served the Court they should be returned to the office message file.

Should an application or a demand be received from any source other than by subpoena from a legal tribunal for the production of a particular message or for permission to examine the telegraph files of the offices, the Post Office official should not comply with the application or demand but should telegraph full particulars of the matter immediately to the Secretary.

### List of Telegraph Offices and Call Letters

(Continued from page 275 of the Post Office Circular of 3rd March, 1938)

L. Denotes Landline.

W. Wireless

Office	Call Letters	Character of Office	Office	Call Letters	Character of Office
T.			W		
Tacks Beach	KD	W	Wesleyville	CW	W and L
Terra Nova	NQ	L (Railway)	Western Bay	WB	L
Topsail	N	L and W	Whitbourne	DA	L
Trepassey	SY	W	White's Road	W	L (Railway Seasonal)
Trinity	R	W	Winterton	SI	L
Twillingate	TW	W			

## ACCOUNTING

## New Stamps

New Stamps of the 2, 3, 4 and 7 cents denominations will be put on issue on the 12th May, 1938, and endeavour will be made to send the necessary supplies to all offices in advance of that date. The new stamps, however, must not be sold to the public before the 12th May and severe disciplinary measures will be taken against any Postmaster who disregards this important instruction.

The designs of the new stamps will be as follows:—

2 cents .....	H. M. The King
3 cents .....	H. M. The Queen
4 cents .....	H. R. H. Princess Elizabeth
7 cents .....	H. M. Queen Mary

All Postmasters of offices which have a stamp credit of \$30. or more should immediately on receipt of this Circular prepare a requisition for the four denominations mentioned above and forward the requisition to the Chief Accountant, General Post Office, St. John's.

The total value of the requisition will be left to the discretion of Postmasters but as a guide it should be sufficient if the requisition is made for double the quantity of these four denominations that the Postmaster normally sells in one month.

If, however, large orders are received from individuals the Postmaster should make a special requisition for these orders accompanied by the cash and the proper remittance form. It should be pointed out to the individuals concerned that the receipt of the cash will ensure their receiving the order in proper time. The special requisition should be additional to the ordinary requisition which will be made for normal public needs.

The stocks of existing stamps of the 2, 3, 4 and 7 cents denominations should not be returned to Headquarters but should be sold.

In the case of all offices with a stamp credit of less than \$30. the requisitions for the initial supplies will be prepared at Headquarters.

The above notice insofar as it effects the general public should be brought to the attention of the public by all Postmasters but no expense should be incurred thereby.



## POST OFFICE



## CIRCULAR.

THURSDAY, 17th MARCH, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## OBITUARY

The Department regrets to announce the death of Mrs. J. G. Goobie, Postmistress at Queen's Cove, who passed away Tuesday, 8th March. Mrs. Goobie entered the service in 1911.

## RESIGNATION

✓ Hillgrade ..... Miss Edith Tizzard, Postmistress, as from 18th March, 1938. Salary \$60. per annum. Applications close 12th April, 1938. Advertised locally.

## APPOINTMENT

St John's General Post Office..... Mr. Jas. Stanford Holloway, Letter Carrier, to be Assorting Clerk as from the 7th March, 1938.

Business Reply Service

The Business Reply Service will be introduced on an experimental basis in St. John's on the 1st April, 1938. As from that date postal users in St. John's who have been granted a licence to use the Business Reply Service will be able to enclose in their letters to their Outport correspondents specially printed envelopes or cards which their Outport correspondents may use in their reply communications without paying postage.

The following instructions, particularly as regards the treatment to be given to Business Reply Letters and Cards, apply mainly to the Staff in St. John's, but the Outport Staff should make themselves familiar with the details of the service in order that they may deal properly with any Business Reply correspondence posted at their offices and if necessary give information to the public using their offices with regard to the service.

Description of Business Reply Service

Under the Business Reply Service a person who wishes to obtain a reply from a client without putting him to the expense of paying postage may enclose in his communication an unstamped envelope, reply card or gummed label of the special pattern shown below. He may also incorporate in his advertisement in newspapers and other publications a special design to be used as a label to be affixed to an envelope or card. The client can post the card or envelope in the ordinary way but without a stamp; and the addressee will pay the charges on all the replies he receives. The service applies to the inland Postal service only.

## CONDITIONS

- (1) Any person or firm using this service must obtain a licence through the local Head Postmaster. No charge is made for such licence.
- (2) A Business Reply Licensee must be a renter of a Post Office Box at the General or East End Post Offices.
- (3) Complete printed proofs of the cards, envelopes, gummed labels or of the advertisement embodying the label design which the licensee intends to use must be forwarded to

the Head Postmaster for approval. The relative design must conform to the following pattern and regulations and be printed in black.

Postage will be Paid by Licensee	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">           Business Reply Envelope Licence No. 37         </div> <div style="margin-top: 20px;"> <h2 style="margin: 0;">John Doe &amp; Co., Ltd.</h2> <h3 style="margin: 0;">1697 Water Street,</h3> <h3 style="margin: 0;">St. John's.</h3> </div>	No Postage Stamp necessary if posted in Newfoundland or Newfoundland Labrador
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- (a) The design must not be less than 4" long by 2¾" wide.
  - (b) The name and full postal address of the licensee must be printed parallel to the length below the panel containing the licence number.
  - (c) A space of not less than 1¼" must be left between the top edge and the top of the licence number panel. Where appropriate the word "Envelope" on the pattern to be replaced by "Card" or "Label."
  - (d) The words "No postage stamp necessary if posted in Newfoundland or Newfoundland Labrador" must be printed in the top right hand corner.
  - (e) The words "Postage will be paid by licensee" must be printed in the top left hand corner. The name of the licensee may be used instead of the word licensee.
  - (f) There must be two wide black vertical lines near the right hand edge
  - (g) Cards must be of material not less than a hundredth of an inch thick and not more flexible than the cards issued and sold by the Post Office.
  - (h) Labels must be printed on paper which will easily take an adhesive substance and which is not too thick to admit of the label being securely fastened down.
- (4) The normal postage will be collected on delivery in respect of each Business Reply item returned to the licensee, e.g.:
- |  |     |
|--|-----|
| (a) A Business Reply letter posted in the Outports will be charged on delivery ..... | 4c. |
| A Business Reply letter posted in the City .....                                     | 2c. |
| A Business Reply card posted in the Outports .....                                   | 2c. |
| A Business Reply card posted in the City .....                                       | 1c. |
- (b) In addition to the normal postage the licensee will be charged on delivery with a fee at the rate of ½c. for each item delivered. Where the items delivered at any one time total to an odd number the total value of the fees will be rounded up to the next cent, e.g. if 24 items were delivered 12c. would be collected in fees; if 25 items were delivered 13c. would be collected in fees.
- (5) In other respects Business Reply envelopes, cards or labels will be subject to the general regulations relating to the inland letter or postcard except that they cannot be redirected after delivery to the business reply address and if re-transmitted must be enclosed in a cover and postage prepaid.



**Treatment of Business Reply Correspondence in Outport Offices.** Any Business Reply Envelopes or Cards posted in Outport Offices should be assorted as ordinary correspondence. Although they will not bear postage stamps they should not be surcharged, nor should they be weighed. If the sender of a Business Reply letter or card insists upon registration he should be required to pay the registration fee at the time of posting the item.

**Treatment by the Travelling Post Offices.** Business Reply correspondence should be made up into two bundles, one addressed to the St. John's General Post Office and the other to the East End Branch Office, St. John's.

**Rules for St. John's G. P. O. and East End Post Office:**

- (1) The bundle of Business Reply correspondence will be assorted at a special fitting immediately on arrival, according to addressees.
- (2) A Business Reply Docket (Form 1303) showing the amount of the charges to be collected will be made out in carbon triplicate for each addressee. The dockets will be in book form and numbered serially; two copies will be torn out of the book and placed in the special fitting on top of the relative correspondence, the third copy will remain in the book.
- (3) A card "Please collect Business Reply Correspondence" will be placed in the Post Office Box of each addressee.
- (4) When the addressee presents the card at the Post Office Counter the Business Reply correspondence will be handed to him on payment of the charges shown on the docket. The delivering officer will sign the duplicate copy of the docket for the receipt of the cash and hand that copy to the addressee. The top copy of the docket should be signed by the addressee for receipt of the correspondence.
- (5) Business Reply charges should be brought to account in the cash accounts sent to the Accounts Branch as "Business Reply Revenue—Dockets 1 to 7." The top copies of the dockets should be attached to the cash accounts and sent to the Accounts Branch. The triplicate copy of the docket will remain in the Business Reply Docket Book.

## MAILS

### Registered and Insured Mail

The Staff should take particular note that registered, insured and dutiable mail must not be delivered to any person other than the addressee except on his or her written authority which must be attached to the delivery receipt. The delivering officer is responsible for making sure that the written authority is genuine. If he has any doubt in the matter he should withhold delivery until he is properly satisfied. Such mail should not be delivered to children even when they produce written authority.

### Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 17th March. Delivery should be effected in Montreal and New York on or about Monday, the 21st March. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF BEDFORD" due to sail from Halifax on the 26th March and arrive in England on the 3rd April, but any letters endorsed "Via New York" will be forwarded for despatch by the S.S. "QUEEN MARY" due to sail from New York on the 23rd March and arrive at Southampton on the 28th March.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 21st March. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF BEDFORD" but any letters

endorsed "Via New York" will be forwarded for connexion with the S.S. "AQUITANIA" due to sail from New York on the 26th March and arrive at Southampton on the 2nd April.

## TELEGRAPHS

### Free Telegrams Not Admitted to the United States

The Staff should take note of the following instruction issued by the United States Telegraph Communication Companies:—

"Under the new American Communication Commission all American Communication Companies are positively prohibited from accepting D.H. messages to and from the United States."

## ACCOUNTING

### Errors in Money Order Account

Errors in Money Order Accounts are frequently caused by the carelessness of Postmasters who forward paid money orders improperly endorsed or not endorsed at all.

The number of errors registered against these offices would be reduced considerably, with a consequent saving of time and trouble at Head Office, if more attention was paid to this matter as orders improperly dealt with have to be sent back by registered mail to the office at fault.

It is further noted that the number of errors caused by bad figures is on the increase. During the month of January last there were thirty cases where the value of money orders paid differed from the amount shown by the issuing office on the issue sheet. In most cases it is apparent that bad or careless handwriting was responsible. The officers at fault must make an effort to improve their handwriting, particularly where figures are concerned. Whenever possible the entry on the issue sheet should be made at the time the money order is issued. If for any reason this is impracticable and it is necessary to make the entries on the issue sheet later on from the money order stubs, especial care should be taken by the issuing officer in filling in the stub in order to ensure that no error will later be made on the issue sheet.

### Registered Envelopes

Postmasters are reminded that Registered Envelopes must be accounted for as saleable forms, under Miscellaneous Business.

See Post Office Circular, Page 258, third paragraph.

### Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Truesville, Ky	Nos. 279- 400 inclusive
Portland, Oregon (Sta. No. 52)	Nos. 5304- 5400 inclusive
Willow St. Pa	Nos. 16401-17000 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 5th January, 1937, and page 58 of the Circular of the 11th February, 1937.



# POST OFFICE



# CIRCULAR.

THURSDAY, 24th MARCH, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## VACANCY

Port Anson ..... Postmaster and Telephone Attendant. Salary \$108. per annum.  
Applications close 19th April, 1938. Advertised locally.

## APPOINTMENT

Hillgrade ..... Mrs. Bert Rodgers to be Postmistress and Telephone Attendant  
as from 22nd March, 1938.

## Change of Name

The name of the settlement named "Salt Pans" in Friday's Bay has been changed to "Hillgrade" and the Staff should note that the name "Hillgrade" will in future be used for all departmental purposes.

## Northern Ireland

In the notice which appeared on page 274 of the Post Office Circular of the 3rd March it was stated that the name "Irish Free State" had been changed to "Ireland" or "Eire."

The name "Northern Ireland" will continue to be applied to the six northern counties of Antrim, Armagh, Down, Fermanagh, Londonderry, Tyrone.

## MAILS

### Coin in Registered Letters

Coin may be sent by post in the inland service in registered envelopes but it should be securely wrapped before being enclosed in the envelope. The new registered envelopes which have been issued recently provide adequate safeguard if the coin is properly wrapped.

Any ordinary letter in the inland service which is found to contain coin should be compulsorily registered at the office where it comes under notice. The delivering office should collect the registration fee from the addressee on delivery.

Letters containing coin cannot be accepted if they are addressed to places abroad even if the sender tenders them for registration. The only way in which coin can be posted for transmission abroad is by the Insured Box service, the regulations in regard to which were given in Secretary's Circular No. 12 of the 19th January, 1935.

If an ordinary letter containing coin and addressed to a place abroad is discovered in the mails it should be forwarded with a report under separate cover to the Director of Postal Services.

### Prohibited Publications

The magazine named "GANG" should be added to the list of prohibited publications given on page 82 of the Post Office Circular of the 8th April, 1937.

The Newfoundland Assorting Office at North Sydney and the St. John's General Post Office should be careful to exclude any of these publications from circulating in the mails and should forward any copies which may come under their notice to the Director of Postal Services under special cover. Any copies which may be received by Newfoundland offices direct from abroad, either from foreign offices of exchange or in the mails made up in the offices of the publishers, should be dealt with similarly.

### Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Thursday, the 24th March. Delivery should be effected in Montreal and New York on or about Monday, the 28th March. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 1st April and arrive at Liverpool on the 7th April, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 30th March and arrive at Southampton on the 3rd April.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Monday, the 28th March. Delivery should be effected in Montreal and New York on or about the following Friday.

Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 2nd April and arrive at Southampton on the 7th April.

### TELEGRAPHS

#### Easter Greetings Service for Newfoundland and Labrador

The fixed text Easter Greetings Service will be in force this year as from the 1st April to the 19th April inclusive as indicated in the service message sent to all offices on the 15th March. The service will extend to all Newfoundland offices and will include the Labrador Stations of Battle Harbour, Cartwright, Hopedale and Port Hope Simpson via Battle Harbour.

The special rates are as follows:—

Between all points in Newfoundland	13c
Between all points in Newfoundland and the Labrador Stations mentioned above	30c

The list of fixed text messages is as follows:—

1. Sincere good wishes for a Happy Easter.
2. Best wishes to you and yours for a Happy Easter.
3. All join in best wishes for a Happy Easter to you and your family.
4. Love and best wishes for a Happy Easter from all at home.
5. Love and best wishes for a Happy Easter to all at home.
6. Love and best wishes for a Happy Easter.
7. At this Happy Easter time we send you joyous greetings.
8. Best wishes. May your Easter be bright with renewed hopes.

#### Reciprocal Greetings

9. Thanks for Greetings. May the benediction of Easter be yours.
10. Thanks for Greetings. Best love to you all.
11. Thanks for Greetings. Best love from us all.
12. Thanks for Greetings which are heartily reciprocated.

Messages will be delivered on an Easter card telegram.

Senders may use their own wording in their greetings messages but in such cases the ordinary telegraph rates will apply.



Greeting messages will be mailed postage free from the nearest Telegraph or Telephone office to Post Offices in Newfoundland where there is no telegraphic communication. The regulations covering acceptance, transmission and delivery of Greeting messages may be found on pages 11 and 54 of the Post Office Circular which summarised are as follows:—

1. The sender selects the message by the number which is transmitted in place of the text.
2. The date and time are not to be transmitted, although both should be shown for record purposes on the message at the office of origin.
3. All Greeting messages irrespective of the filing date must be accounted for on the last day of the period, the 19th April.
4. Messages of senders own composition will be accepted at the ordinary rate of 25c and 2c., but will be delivered on the decorative form. These messages will bear date and time and be treated in every way as an ordinary message.
5. If an office runs out of this years forms, last years must be used in preference to an ordinary telegraph form.
6. Where an ordinary form has to be used, a copy of the message on a greeting form, procured from the nearest office, which has a surplus supply, should be delivered.

It is difficult to estimate the number of Greeting forms needed at each office and as only a limited number have been printed the quantity sent out is based on the number of Greetings Telegrams last year allowing for a slight increase at each office.

It should be made clear to senders of Greetings messages to the Labrador Stations that these stations are not supplied with the special forms and envelopes and that Greeting messages will be delivered on the ordinary telegraph delivery forms.

### Students at Outport Offices

Young men or women between the age of 15 and 20 years old may, with the prior authority of the Secretary, be admitted to Outport Post Offices to learn telegraphy and Post Office work, under instruction from the Postmaster. Only one student will be admitted at an office at a time, and he or she must be of good character without any physical handicap and have at least Grade VIII education.

The tuition period is for six months after which telegraph tests are applied.

If the student has made sufficient progress to justify an extension this is usually granted for a further period of six months.

The progress of students is carefully watched from the monthly reports which the Postmaster is expected to furnish to the Director of Telegraphs and preference with regard to relief work or permanent employment is given to those who show the best results. The Department does not, however, guarantee to find a position for the student when the course is finished and he or she must clearly understand this before being allowed to take the course of instruction. Students who make exceptional progress may be given three or four months tuition at one of the head repeating offices for experience in typewriting and general office practise, in which case a small payment sufficient to defray living expenses would be allowed.

Postal and telegraph officials are strictly forbidden to accept remuneration or other consideration from students.

## ACCOUNTING

### Return of Stamp Receipt Form

Attention is drawn to Secretary's form letter 1073 reading in part: "You must check the stamps received against the figures showing on the invoice and if they agree sign the Receipt

Form and send it to the Chief Accountant." Contrary to the above instruction the undermentioned Postmasters have failed to return Stamp Receipt Form No. 1075:—

Alexander Bay Station  
 Bartlett's Harbour  
 Bell Island Mines  
 Black Duck Brook  
 Brown's Arm  
 Cape St. George  
 Clattice Harbour  
 Colliers Central  
 Dunfield  
 Elliott's Cove  
 Flat Island, P.B.  
 Fogo  
 Gambo  
 Glenwood  
 Grole  
 Hampden  
 Hillgrade  
 Horwood  
 Jerseyside, Placentia  
 Joe Batts Arm  
 LaScie  
 Lethbridge  
 Little Hearts Ease  
 ✓ Lourdes  
 Meadows  
 Milltown  
 Monroe  
 Musgrave Harbour  
 New Bonaventure  
 Newfoundland Airport  
 Newstead

Nippers Harbour  
 North Harbour, P.B.  
 ✓ North Harbour, St. Mary's  
 ✓ Old Shop  
 Picadilly  
 Pinchards Island  
 Point May  
 Port au Port  
 Portugal Cove  
 Port Union  
 Pouch Cove  
 Quirpon  
 Rattling Brook  
 St. Barbe  
 St. Mary's  
 St. Julien's  
 Sally's Cove  
 Shallop Cove  
 Ship Cove, St. George's  
 Shoal Harbour  
 Southside, Harbour Grace  
 Spanish Room  
 Summerford  
 Summerville  
 Terrenceville  
 Tompkins  
 Trinity East  
 Wareham, B.B.  
 West Bay Centre  
 Whitbourne  
 Winterton

The above named offices should immediately on receipt of this Circular return the Stamp Receipt Form 1075 as instructed.



# POST OFFICE



# CIRCULAR.

THURSDAY, 31st MARCH, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENTS

- ✓ Birchy Head ..... Mr. Freeman White to be Postmaster and Telephone Attendant  
as from 1st April, 1938.
- Queen's Cove ..... Miss Margaret Goobie to be Postmistress and Telephone Attendant  
as from the 11th March, 1938.

## VACANCY

Hare Bay ..... Postmaster and Telephone Attendant. Salary \$120. per annum.  
Applications close 12th April, 1938. Advertised locally.

## Correction

Page XI "Index" under Telegrams. The Item "To be destroyed by burning after two years—page 71" should read "page 171." Postmasters should make this correction in the copies of the Index sent to them.

## MAILS

### Advice of Reception Service

Although it is clearly stated on page 223 of the Post Office Circular of the 9th December 1937, that a fee of 5c. for an Advice of Reception should be collected from the sender and affixed in stamps to the register or insured parcel it is reported that certain offices are forwarding Advice of Reception cards with registers and are not collecting this fee from the senders; at least they are not seeing that stamps to the value of 5c. are affixed to the register. Officers who are at fault in this respect should note that their carelessness is causing a loss of revenue and that they are responsible for making good any deficiencies.

If any registers or insured parcels with Advice of Reception cards are received in St. John's and it is apparent that the proper fees have not been collected and affixed in postage stamps to the registers or insured parcels, the amount of the deficiency will be charged to the Postmaster concerned by means of an Error Notice. Suitable action will be taken against those officials who deliberately or repeatedly fail to collect the prescribed fees.

It should be noted that the minimum fee for a registered letter in the inland service with an Advice of Reception card is 14c, made up of 4c. postage, 5c. registration and 5c. for Advice of Reception. If the register weighs more than one ounce the total amount to be collected from the sender will be greater than 14c. because the postage will be greater.

All officers, particularly those at fault, are instructed to give this matter their special attention and they should read the instructions on page 223 of the Post Office Circular to make themselves fully acquainted with this service.

## Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 31st March. Delivery should be effected in Montreal and New York on or about Monday the 4th April. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S. S. "NEWFOUNDLAND" due to sail from St. John's on the 1st April and arrive at Liverpool on the 7th April, but any letters endorsed "Via New York" will be forwarded for connexion by the S. S. "QUEEN MARY" due to sail from New York on the 6th April and arrive at Southampton on the 11th April.

Correspondence for Great Britain, Canada, The U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 4th April. Delivery should be effected in Montreal or New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded to Halifax for connexion by the S.S. "DUCHESS OF YORK" due to sail from Halifax on the 9th April, and arrive at England on the 17th April, but any letters endorsed "Via New York" will be forwarded to New York for connexion by direct steamer, the particulars of which have not yet been advised.

## TELEGRAPHS

### Easter Greetings Service to European Countries

The Cable Companies advise that a service of Easter Greetings Messages with fixed texts will be in force from the 12th to 19th April inclusive to practically all European countries at the special flat rate of \$1. per message, plus the usual tax of 10 cents. The fixed texts which will be used by all three Cable Companies, the Imperial, the Commercial and the Anglo, will be as follows:—

See  
page 291

1. Sincere good wishes for a Happy Easter.
2. With deep affection I greet you on this Easter Day.
3. May your heart be filled with gladness and may happiness be yours this Easter Day.
4. Best wishes to you and yours for a Happy Easter.
5. This Easter greeting carries to you the warm affection of an old friend.
6. All join in best wishes for a Happy Easter to you and your family.
7. Love and best wishes for a Happy Easter.
8. My wish is that you may enjoy a Happy Easter and that peace may attend you to-day and through all the days to come.
9. May Easter gladness be yours to-day, and all good things attend you.
10. Easter brings all the world together in praise and joy. May this message find you with a heart full of gladness.
11. Our thoughts turn to you this Easter with affection and regard.
12. May this Springtime blossom for you with flowers of Easter peace and contentment.
13. Best wishes for a Happy Easter. May your future be as bright as the Springtime.
14. On this day which marks the glorious Resurrection of our Saviour, I send you a joyous greeting.
15. May this Holy Easter be for you full of Celestial Gifts.

The sender should select his message by number from the above list. Greeting Telegrams can be delivered in the following languages: English, French, German, Italian, Spanish, Dutch and Portuguese appropriate to the country of destination.

The prefix "GTG" will be used in lieu of the message check and for messages destined to places other than in Great Britain and Ireland the language in which the telegram should be delivered should be shown before the number of the Greetings message, as for example, "French 6." "German 4," etc.

Greetings Telegrams for Great Britain and Northern Ireland will be transmitted by telegraph throughout if addressed to the following Cities: Belfast, Birmingham, Bradford, Bristol, Dundee, Edinburgh, Glasgow, Liverpool, London, Manchester, Newcastle-on-Tyne and



Southampton. Greetings telegrams to places other than these will be mailed from the Cable Office nearest to destination. Such messages should bear the full Postal address of the addressee. The flat rate of \$1. per message will apply whether the Greetings telegram is transmitted by telegraph throughout or posted from the nearest Cable Office.

### Easter Greetings Service for Newfoundland

The period of operation for this service was shown on page 286 of the Post Office Circular of the 24th March as from the 1st to the the 19th April inclusive. This should be corrected to read from the 12th to the 19th April inclusive.

Advertising posters in connexion with this service have been printed and forwarded to those offices which are within convenient reach by post from St. John's. These posters, as soon as they come to hand, should be exhibited on the public side of the office for information of the public.

### Errors, Delays and Failures

For the month of February there were 9 errors and 4 failures. Three of the errors were over the telephone system.

#### Errors

Between Channel and Deer Lake .....	1
" Indian Bay and Topsail .....	1
" *Newtown and Wesleyville .....	1 (prefix "ord" dropped)
" English Harbour West and Coombs Cove .....	1 (Telephone)
" Great Jervis and Pushthrough .....	1 (Telephone)
" Arnolds Cove (Ry.) and Chance Cove .....	1 (Telephone)
At Woodstock .....	1 (illegible writing)
" Bay Bulls .....	1 (illegible writing)
" Little Bay Islands .....	1

#### Failure of Service

At Bell Island .....	1
" Lamaline .....	1
" St. John's .....	1
" Topsail .....	1

#### Fines

Fines of 50 cents each were imposed on the following officers for failure of service:—

Mr. J. Rowsell, Bell Island,	Mr. W. L. Brown, St. John's.
Mrs. L. Stacey, Lamaline,	Mr. E. P. Walker, Topsail.

\*The omission of the prefix "Ord" in this case was not queried at the repeating offices at Wesleyville and Topsail or St. John's.

The matter has been brought to the attention of the officers concerned.

### Correction

In the list of Telegraph Errors, Failures and Delays published on page 267 of the Post Office Circular of the 17th February one error is shown as having occurred between Nipper's Harbour and Baie Verte. This entry should be cancelled and the number of errors at Little Bay Islands increased from one to two.

## Traffic

The total number of paid telegrams for February was 24,609, of which 944 were sent by the Priority Service. The total for February 1937 was 21,825.

The number of Service messages for February was 4,045 as compared with 3,706 for February 1937.

The number of D.H. Messages for February was 1,086 as compared with 990 for February 1937. Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The public message service consisted of 7,648 words which is the equivalent of 5,100 telegrams at the St. John's Head Office.

## ACCOUNTING

### Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for making four or more errors in the Money Order Service during the month of January 1938.

Office	No. of Errors	Orders Issued and Paid During January
Herring Neck.....	4	140
Lewisporte.....	7	188
Norris' Arm.....	4	134
Point Leamington.....	5	53
Sunnyside, T.B.....	4	47
Whitbourne.....	5	152
	29	714

Number of Orders Issued During January.....	20,441
Number of Orders paid during January.....	10,207

Total.....	30,648
Total number of errors.....	272
Percentage of errors.....	.88
i.e. nearly 9 errors per every 1000 orders issued and paid.	
Total number of figure errors.....	172
Percentage of figure errors.....	.56
i.e. Approximately 5½ figure errors per every 1000 orders issued and paid.	

While the number of offices responsible for as many as four errors in the month is lower than usual there is an undesirable increase in the percentage of figure errors. The Staff concerned should give particular attention to this matter.

### Irregularities in Accounting

It has been noticed that certain Postmasters when entering Money Orders on the paid sheets are not paying strict attention to the date of payment, for example:

Telegraph Money Order No. 16187 issued at Bell Island on the 1st March 1938 for \$14 and paid at Little Bay on the same date was entered by the latter Postmaster on the paid sheet for the 28th February. In this case the date of issue and payment was clearly shown but it sometimes happens that the paying Postmasters fail to show clearly the date of payment and errors of this nature are not so easily detected.

Postmasters should not under any circumstances enter paid Money Orders on accounts dated prior to the term in which payment was made.



# POST OFFICE



# CIRCULAR.

THURSDAY, 7th APRIL, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## RESIGNATION

✓ Hare Bay ..... Mrs. S. Collins, Postmistress, and Telephone Attendant effective 31st, March, 1938.

## Safeguarding of Cash and Other Valuables

Postmasters are reminded that when the Post Office is located in a building other than the official's residence special care should be taken to see that all cash, and other valuables are placed in the safe when the office is left vacant for any period.

Doors should also be locked and no opportunity should be given any person to enter the building during the time that no responsible official is on duty.

Windows should be properly fastened at night.

Postmasters will be held fully responsible if during their absence anything is taken from their offices as a result of their failure to take the necessary precautions.

## MAILS

### Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday the 7th, April. Delivery should be effected in Montreal and New York on or about Monday the 11th, April. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S. S. "ANTONIA" due to sail from Halifax on the 11th, April and arrive in England on the 19th April, but any letters endorsed via New York will be forwarded for connexion by the S. S. "AQUITANIA" due to sail from New York on the 14th April and arrive at Southampton on the 20th, April.

Correspondence for Great Britain, Canada, the U. S. A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday the 11th April. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S. S. "MONTROSE" due to sail from Halifax on the 16th April and arrive in England on the 23rd April, but any letters endorsed via New York will be forwarded for connexion by the S. S. "EUROPA" due to sail from New York on the 15th, April and arrive at Southampton on the 20th April.

## TELEGRAPHS

### International Code

Circular notices issued on the 15th January and 8th February 1935 to all Operators suggested that they should familiarize themselves with the Continental Code.

In view of the fact that this is an international code used by all shipping, airplanes, coast stations, and our own Customs Cutters it is very essential that all Operators of the Postal Telegraph system should be able to use it. A questionnaire will shortly be issued to ascertain which Operators have followed the suggestion of 1935. Operators are advised again to practice the code.

### Storage Batteries and Delco Chargers

The attention of all offices at which storage and Delco chargers have been installed is again directed to pages 207 and 208 of the Post Office Circular of the 11th November 1937. The instructions should be read again and care should be taken to see that batteries are only filled with water immediately before charging and that batteries are kept charged during frosty weather by giving them a short charge before the staff leave the office on cold nights, Saturday nights or the eve of whole holidays. Officers should be sure that oil in the case of the engine is changed as set forth in the instruction book and that the engine is never started without making sure first that the base is full of oil.

### Certificates of Proficiency in Radio Telegraphy

The following is an additional list of persons holding certificates in Radiotelegraphy (see pages 35, 40 and 68 for previous lists.)

#### First Class:

James Dempsey, St. John's,	Wilfred Bradbury, Bay Roberts,
George Walter Meade, St. John's.	

#### Second Class:

Charles B. Blackie, St. John's,	James A. Pittman, St. John's,
Wm. J. Moriarity, Harbour Grace	Lloyd Abbott, Argentia,
Felix Murphy, St. John's,	Cyril H. Small, St. John's,
John Rolls, St. John's,	George Tucker, St. John's.
Edward Fontaine, Cape Bauld,	Robert Patrick Myrick, St. John's
A. Sparrow, St. John's,	Edward P. McCarthy, Renewa.

## ACCOUNTING

### Irregularities in Accounting

The following errors as detailed continue to be made by Postmasters contrary to repeated instruction.

#### (1) Omission of Duty Bill numbers from Duty Remittance Form 1045:

Argentia	Lamaline
Arnolds Cove	LaScie
Badger	Lethbridge
Battle Harbour	Monroe
Boyd's Cove	Morrisville
Brooklyn	Port au Choix
Cape Race	Roberts Arm
Catalina	St. Brendan's
Fortune	Seal Cove, W.B.
Gambo	Shoal Harbour
Horwood	South Branch
Joe Batts Arm	Tizzard's Harbour



- (2) Incorrectly preparing Duty Remittance Forms; for example, total cash and total of Duty bills listed on the back of the form not in agreement:

Argentia  
Burnt Point  
Cape LaHune

Coley's Point South  
Curling  
Gander Bay

Grand Bruit

- (3) Remitting duty on General Remittance Form:

Roberts Arm

- (4) Omitting to list duty bills at space "A" on the back of term reports:

Laurenceton

- (5) Dropping Radio Licences from balance brought forward from term report to term report:

Lark Harbour.

- (6) Omitting names of Telephone Subscribers from term reports:

Chance Cove

Channel

Arnold's Cove

- (7) Omitting name of office from reports:

St. Jones Without

Kitchuses

- (8) Not dating reports:

Long Harbour.

### Remittances of Cash

There are still a few offices sending in two remittances of cash and describing same on one remittance form. In no circumstances must there be more than one remittance of cash on any one remittance form. See Post Office Circular of 24th June, page 128, under Head; "Remittance of Cash", paragraph B.

### MATTERS BROUGHT TO NOTICE BY INSPECTORS

The following matters have been brought to notice by the Inspectors in connection with their periodical visits to Post Offices.

#### 1. Counting of Words:

It was observed that at certain offices, particularly those having telephone connections, the numbers of words in sent and received telegrams were not always counted. Frequently the numbers of words were not written on the form in the space provided. It is most important that this is done in respect of every telegram sent or received on land line, wireless and telephone circuits, as it helps to ensure that no words have been dropped from or added to the telegram.

#### 2. Timing of Telegrams:

Certain offices neglect to time telegrams. In the case of telegrams sent from an office the filing time, that is the time at which the telegram was handed in by the sender and the time the telegram was sent, must be shown on the face of the telegram in the space provided for that purpose. In the case of telegrams received for delivery the time the telegram was received at the office must be shown.

#### 3. Receipts for Telegrams Delivered:

Certain offices are neglecting this necessary precaution. A receipt must be obtained for every telegram delivered, whether it is delivered by the Postmaster himself or by a Messenger

In the case of telegrams delivered by anybody who is not a member of the staff of the Department the Postmaster should obtain a receipt from the person who undertakes to deliver the telegram, and give him a form to be signed by the addressee. The Postmaster should see that the signed form is returned at the first opportunity.

**4. Advice of Non-Receipt:**

Should a telegram be received which for any reason cannot be delivered the office from which it was received must be advised at once by service telegram.

The above points should be carefully noted by the staff of the Department, particularly those at Telephone Offices.



# POST OFFICE



# CIRCULAR.

THURSDAY, 14th APRIL, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENTS

- St. John's Head Office ..... Miss Ida Tibbs to be Shorthand-Typist in the Accounts Branch as from 1st October, 1937.
- St. John's Telegraph Delivery ..... Mr. Alexander Andrews to be Head Messenger as from 1st, March, 1938.
- St. John's Telegraph Delivery ..... Mr. Kevin Lawlor to be Messenger as from 1st, April, 1938.
- St. John's Telegraph Delivery ..... Mr. Herbert Antle to be Messenger as from 1st <sup>April</sup> ~~March~~, 1938. *use page 301*
- ✓ Burnt Islands, B.B. ..... Miss Ellen Kelly to be Postmistress as from 1st, May, 1938.

## PROMOTIONS

- St. John's Head Office ..... Mr. A. Woolridge, Grade III Clerk, to be Grade II Clerk as from 1st, January, 1938.
- St. John's Head Office ..... Mr. T. Manning, Assorting Clerk in the St. John's G. P. O. to be Grade III Clerk as from 1st January, 1938.
- St. John's G.P.O. .... Mr. W. Garf, Grade III Clerk to be Grade II Clerk as from 1st, January, 1938.

## RESIGNATION

- ✓ Burnt Islands, B.B. ..... Mrs. Annie Kelly, Postmistress, effective 30th April, 1938. Not advertised.

## Stores

All requisitions for Stores should be addressed to the Controller of Stores, General Post Office, St. John's. Except in cases of emergency requisitions should be posted and not telegraphed.

Postmasters should ordinarily requisition for one month's supply at a time and avoid having excess stock on hand. The requisition should be filled in in detail giving the quantity required, the form number, the name of article etc. If no form number is given a sample form should be enclosed with the requisition. The Controller of Stores will decide whether the requisition will be filled and if considered necessary may reduce the quantity shown on the requisition.

Every item supplied by the Stores Department is charged to the office requisitioning same and periodic comparisons are made as to the cost of upkeep of offices in the various classes. It is, therefore, essential that Postmasters and other responsible officials should see that the expenditure at their offices is kept to a minimum. All cases of excessive expenditure will necessitate detailed explanation.

In the case of Postmasters requisitioning for Stores not intended for use at their offices, such as batteries for private telephone subscribers, etc., the fact should be definitely stated in order that the correct entries may be made in the Stores Department records.

Offices in Private Residences. Post Offices situated in private residences or in an annex to a private residence will not normally be entitled to supplies such as clocks, stoves, lamps, fuel, oil, furniture, etc. It is a condition of appointment to offices of this class that official stationery only will be supplied.

## Government Owned Dwellings

Postmasters who may be occupying Government owned dwellings should report to the Director of Postal Services stating what repairs (if any) are necessary. The estimated cost should be given under the following heads:

- (a) External repairs including painting.
- (b) Internal structural repairs.
- (c) Internal renovation (other than that included in (b)) such as papering, painting, replacement of glass and other minor repairs usually made by tenants of rented dwellings.

## MAILS

### Courier Services

Notices calling for tenders for certain courier services effective from the 1st, May have been mailed to the offices affected and should be posted in a conspicuous position on the public side of the office.

Immediately after the closing date for tenders Postmasters should remove the notices from their office and forward them, with any unused tender forms, by first mail to the Director of Postal Services.

### Protection of Mail Against Damage by Water and Weather Conditions

The Courier's contract states that he shall provide proper and sufficient protection of mail bags and mail packages against damage by water or weather conditions.

It is the duty of the Postmaster to see that the Contractor has provided the necessary coverings for this purpose, and if not to report the matter to the Director of Postal Services.

If mails are received at any office in a wet or damaged condition a report should be made immediately to the Director of Postal Services stating the cause of the same.

### Direct Transatlantic Steamer Schedule

The following is the schedule of the Furness Withy Steamers between Liverpool and St. John's for the next two months. This schedule is subject to change without notice:

Steamers	Liverpool to St. John's	St. John's to Liverpool
S. S. "Nova Scotia" .....		22nd April
S. S. "Newfoundland" .....	21st April	10th May
S. S. "Nova Scotia" .....	6th May	27th May
S. S. "Newfoundland" .....	24th May	14th June

Postmasters should take the necessary steps to keep the public informed of the latest date and time of posting at their offices for connexion with direct despatches from St. John's by the above mentioned steamers.



## Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday the 14th, April. Delivery should be effected in Montreal and New York on or about Monday the 18th, April. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S. S. "Nova Scotia" due to sail from St. John's on the 22nd April and arrive at Liverpool on the 28th April, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "Aquitania" due to sail from New York on the 20th April and arrive at Southampton on the 26th April. The sailing date from New York of the S.S. "Aquitania" previously advertised as the 14th April has been altered to the 20th April.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday the 18th, April. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "Nova Scotia" but any letters endorsed "via New York" will be forwarded for connexion by the S.S. "Bremen" due to sail from New York on the 23rd, April and arrive at Southampton on the 28th, April.

## TELEGRAPHS

### Copies of Telegrams

Copies of telegrams may be delivered to the addressee or sender on proper identification at the office of delivery or origin on the payment of a fee of ten cents for each copy beyond the first delivered.

Authority must be obtained by service message from the Director of Telegraphs to deliver copies and such authority will be made in duplicate, one copy of the order to be wired to the office requesting permission to furnish a copy of the telegram, and the other to be passed over to the Accountant as a debit charge against the office of delivery.

### Free Delivery of Telegrams

The limit of free delivery of telegrams is as follows:—Where there is no messenger telegrams shall be delivered by the Postmaster up to one mile. Where there is a messenger the free delivery shall be one and a half miles with the extension of this distance left to the discretion of the Postmaster. Beyond these limits a telegram becomes liable to special delivery. Under certain conditions a telegram may be delivered by trustworthy chance or a request should be sent by chance to the addressee to call and take delivery.

When a telegram is received for an addressee outside the delivery limits and no immediate possibility of free delivery presents itself, the office of origin should be notified of non-delivery and the cost of delivering by special messenger.

In every case confirmation of delivery must be obtained.

### Sunday Duty

It should be noted that Postal Telegraph offices are required to be open for all classes of business between 9 a.m. and 10 a.m. on Sundays where this is necessary to meet the needs of the public. (Post Office Circular, 17th, December, 1936, Page 19.)

Any failure to observe the above order, except in the case of illness, will be considered a serious breach of regulations.

## Interception of Telegrams

The following regulations govern the interception of telegrams:—

A telegram may be intercepted on proper written authority and a copy delivered to the addressee or his recognized and identified agent at an intermediate point between the place of origin and the office of destination.

The charge for this service will be a flat rate equal to the local charge on a ten word message between the point of interception and destination or the office of origin and the point of interception as the case may be.

The original telegram **must** go through to the office of destination where the proper notations as to its disposal are made.

## ACCOUNTING

### Offices Issuing Mutilated Money Orders

The following is a list of offices at which the officials in charge are responsible for issuing mutilated Money Orders during the month of March, 1938:—

Cape Broyle,  
Dunville,  
Catalina,  
Gooseberry Cove.

Haystack,  
Stephenville Crossing,  
Trinity, B.B.



# POST OFFICE



# CIRCULAR.

THURSDAY, 21st APRIL, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENT

✓ Hare Bay ..... Mr. Bram G. Keeping to be Postmaster and Telephone Attendant as from 1st May 1938.

## RESIGNATION

Channel ..... Mr. Victor Janes, Messenger, effective 12th April, 1938. Salary \$120. per annum. Applications close 26th April, 1938. Advertised locally.

## Correction

Page 297. Appointment of Mr. Herbert Antle should read "1st April, 1938," not "1st March, 1938."

## Statistics

Postmasters and Telephone Attendants are reminded that April statistical period will end on the 30th April and as soon as possible afterwards the completed statistical forms should be returned by first mail addressed to the Statistical Officer, General Post Office, St. John's.

## Stores

**Return of Obsolete or Disused Material.** It is most important that all disused material should be returned to Stores without delay. This applies particularly to such items as Telephones. Wireless Apparatus, Steel Gasoline Drums etc. Always mark on the package where it is from. Never return bulky articles such as scales or telephones loose in mailbags.

**Requisitions Involving Large Expenditures.** When requesting expensive items, such as furniture, steel stamps, clocks, stoves etc., an explanation should always be given showing the necessity for such articles.

**Typewriter Ribbons etc.** Always state name and number of machine when requesting Typewriter or Adding Machine Ribbons.

**Local Purchases.** It is customary to authorise Postmasters to make small purchases locally. When requesting articles such as Wallpaper, Paint, Brooms, Chairs etc., it will facilitate matters if Postmasters will state whether the article can be purchased locally, and if so, the price.

## MAILS

### Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 11.30 a.m. (late fee letters 12.15 p.m.) for despatch, same day, on Thursday the 21st April. Delivery should be effected in Montreal and New York on or about Monday the 25th April. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 22nd April and arrive at Liverpool on the 28th April, but any letters endorsed

"Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 27th April and arrive at Southampton on the 2nd May.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 P.M. (late fee letters 4.15 P.M.) for despatch, same day, on Monday the 25th April. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded for despatch by the S.S. "DUCHESS OF ATHOLL" due to sail from Montreal on the 29th April and arrive in England on the 7th May, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "COLUMBUS" due to sail from New York on the 30th April and arrive at Plymouth on the 7th May.

## TELEGRAPHS

### Mothers' Day Greetings Service

A special Greetings Service by telegram will be introduced for the inland service in connexion with the Mothers' Day Festival on the 8th May. Special Greetings Forms and a supply of Greetings Envelopes have already been sent to all Outport Offices.

Greetings messages of fixed texts, the list of which is given below, will be accepted at the special rate of 15 cents from the 4th to the 7th May inclusive. Messages will be delivered on the 7th May or the morning of the 8th May.

The procedure will be the same as for Christmas and Easter Greeting Services. Messages will be selected by number which will be shown in place of the check. There will be no time or date shown and all messages, irrespective of the filing date, will be accounted for on the last day of the period, the 7th May.

Attention is directed to the necessity for transcribing the messages in ink in neat and clear handwriting at offices where there is no typewriter.

The list of fixed texts is as follows:—

1. To my dear Mother I send greetings on this day set apart for a special tribute to Mothers.
2. Though far away my thoughts are with you today Mother, as I know yours are so often with me.
3. I send affectionate greetings to my Mother on Mothers' Day.
4. Fondest love and best wishes always, but especially on this day devoted to Mothers.
5. Greetings to my Mother. On this Mothers' Day I send best wishes for your happiness.
6. All my love and best wishes to my own dear Mother on Mothers' Day.
7. We send this message of love and affection this Mothers' Day.
8. I am thinking of you this Mothers' Day and hope you are well and happy.
9. This Mothers' Day my thoughts are with you in love and gratitude for all you have done for me.
10. To the Mother to whom I owe so much, I send love and best wishes on Mothers' Day.

Greetings Messages to Mothers will be delivered on the exclusive card-telegram at all points served by the Department's telegraph and telephone system, or mailed free of postage from the nearest office to its destination.

It is hoped that the Staff will take a keen interest in endeavouring to popularise this service with the public. The poster issued by the Director of Telegraphs should be displayed on the public side of Post Offices, together with one of the special forms and a Greetings envelope.

### Reduction in Rates For Empire Cables

Cable and Wireless Ltd., (IMPERIAL) has notified the Department that on and from the 25th April a uniform rate, in place of the existing varying rates, will apply to cable traffic exchanged between all parts of the British Empire with the exception of the Anglo-Egyptian Sudan. The uniform rate will be 30 cents a word for full-rate cables (ORD) and the rates for other classes of traffic will be in proportion to this uniform rate.



21st April, 1938

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As from the date mentioned, therefore, the cable rates VIA IMPERIAL from Newfoundland to any of the countries in the list below will be as follows:—

Class of Traffic.	Indicator	Rate	
Full Rate	(ORD)	30 cents per word	} Plus the Government tax of 10 cents on each message
Code	(CDE)	20 " " "	
Deferred	(LC )	15 " " "	
Night Letters	(NLT)	\$2.50 for 25 words or less plus 10 cents for every additional word.	

The list of countries to which the above rates would apply is as follows:—

Aden	Fanning Isle
Ascension	Fiji
Australian Commonwealth	Gibraltar
Bahamas	Gilbert and
Bermuda	Ellice Islands
British Guiana	Hong Kong
British Honduras	India
British North Borneo	Kenya
British Somaliland	Labuan
British West Africa	Malay States
Gambia	Malta
Gold Coast	Mauritius
Nigeria	Nauru
Sierra Leone	New Guiana Territory
Cameroons (British Zone)	New Zealand
British West Indies	Norfolk Island
Antigua	Nyasaland
Barbados	Palestine
Caicos Isles	Papua
Dominica	Pemba Island
Grenada	Perim
Jamaica	Rhodesia North and South
Montserrat	Rodriguez
St. Kitts	St. Helena
St. Lucia	Samoa except Tutuila
St. Vincent	Sarawak
Tobago	Seychelles
Trinidad	Solomon Islands
<del>Turks Island</del> See p 887 (1941)	South Africa
Brunei	South West Africa
Burma	Straits Settlements
Ceylon	Tanganyika
Chatham Islands	Tonga or Friendly Isles
Christmas Island	Transjordania X See p 323
Cooks Island	Uganda
Cyprus	Union Islands
Falkland Isles	Zanzibar. < WILLIS ISLAND

The Commercial Cable Company (COMMERCIAL) has advised that it will reduce its rates to the Empire uniform rate of 30 cents for full rate cables (with rates for other classes of traffic in proportion) for all cables to the following countries:—

British West Indies	British West Indies
Antigua	St. Vincent
Barbados	Tobago
Caicos Isles	Trinidad
Dominica	Turks Island
Grenada	
Jamaica	Bahamas
Montserrat	British Guiana
St. Kitts	British Honduras and the Falkland
St. Lucia	Isles

The Anglo American Telegraph Company (ANGLO) has not yet advised any reductions in its rates.

**General Instructions.** The following instructions should be followed by the Staff commencing on the 25th April.

- (1) The Staff should draw the attention of the senders of cables to Empire countries of the cheaper uniform rate which is available if the cable is ordered or routed "Via Imperial."
- (2) In the case of those countries for which both IMPERIAL and COMMERCIAL offer the cheaper uniform rate the sender should be informed accordingly and left to choose the route by which he desires his cable to be sent. If he makes no choice the cable should be routed "Via Commercial."
- (3) In future all cables handed in by the public at Outport Offices should show the route indication, "Via Imperial," "Via Commercial" or "Via Anglo" as the case may be. If the sender does not order any particular route the receiving clerk should route the cable "Via Commercial." It is important that this instruction be followed in order to avoid confusion in the Accounts Branch.
- (4) The Staff should place a red ink mark against the names of the Empire Countries to which the Empire uniform rate will apply in pages 36 to 49 of the Telegraph Traffic Book and the number of this page of the Post Office Circular should be entered in the Telegraph Traffic Book for future reference.
- (5) It should be noted that these instructions and the Empire uniform rate do not apply to Canada, the rates for telegrams between Newfoundland and Canada being on a message basis which is already below the Empire uniform rate.

## ACCOUNTING

### Money Orders Irregularly Issued on Non Money Order Offices

It has been noticed that several Postmasters have been issuing Money Orders on "Newfoundland Airport."

This office is not a Money Order Office and any member of the public requiring a Money Order for payment at the Newfoundland Airport should be informed to this effect and told that the nearest office to the Newfoundland Airport, at which a Postal Money Order can be cashed, is Glenwood.

Postmasters should consult their lists of offices before issuing Money Orders, as it often happens that Money Orders are drawn on Non-Money Order Offices.

### Stolen United States Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:—

Holliday, Mo. ....	Nos. 58380-58500 inclusive
Hoboken, N.J. (Sta. 1) .....	" 43527-43600 "
Shepp, Tenn. ....	" 5854- 6000 "
Alarka, N.C. ....	" 9022- 9200 "
Stevenson, Ky. ....	" 6238- 6400 "
Chitwood, Oreg. ....	" 17001-17200 "

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January 1937, and page 58 of the Circular of the 11th February, 1937.



# POST OFFICE



# CIRCULAR.

THURSDAY, 28th APRIL, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENTS

- St. John's Parcel Office ..... Mr. J. Curtis to be Supervising Officer with allowance for supervision as from the 1st. January, 1938.
- Benoit's Cove, Bay of Islands ..... Mr. James Janes to be Telephone Attendant as from 1st April, 1938.

## Opening of New Office

- Benoit's Cove, Bay of Islands ..... A public telephone office was opened at Benoit's Cove, B.O.I. on the 1st April, 1938. The office is located in the store of Mr. James Janes. Only telegraph business will be accepted which will be routed Via Curling by telephone. Mails will continue to be handled at Curling.

## Stores

**Wireless Tubes.** When requisitioning Tubes, Postmasters should always state whether they are required for a two or three tube transmitter, an ordinary Marconi three tube receiver or for a special receiver. It is imperative that all discarded tubes be returned to Stores in future, in order that they may be tested before being condemned.

The Department has recently installed a Tube Testing Service and all old tubes should, therefore, be forwarded to the Stores Department. They should never be destroyed.

**Wireless Batteries.** Wireless Batteries, being bulky must always be forwarded by freight, and not by Express. When requisitioning batteries it should be remembered that freight acceptance frequently closes before the arrival of steamer at its terminus. It is, therefore, not always possible to ship batteries by return steamer. The importance of ample time for shipping cannot be too strongly stressed and Postmasters are urged to send in their requisitions well in advance of the time required for putting the new set of batteries into use.

**"Special A" Wireless Batteries.** Fluctuations of temperature will adversely affect this battery. It is desirable that the battery be installed in a box surrounded by perfectly dry sawdust or chips, and if possible, kept in a warm place. Unless these precautions are taken there is grave danger of the battery freezing in Winter and thus becoming useless. Similar precaution should be taken in case of all batteries. When an "A" battery is low in voltage it may be boosted by means of adding a dry cell battery in series, and in many cases this will prolong the life of the battery considerably. Care should be taken that the voltage is not raised to a point where there would be danger of blowing the tubes. The battery tester should be used frequently.

Batteries which have, through use or other reason, become unfit for further service should not be returned to the Stores Department unless special instructions are given to this effect. If discarded "A" batteries are stored near a source of heat it will sometimes be found that a certain amount of work may still be obtained from them after two or three weeks rest.

Batteries should always be removed from packing cases immediately on receipt as there is danger that water may have entered during transportation. Postmasters should endeavour to obtain delivery of batteries immediately on arrival and should guard against their being left on wharves or other places exposed to the weather. In the case of batteries being received in a damaged condition an immediate report should be made to the Controlrier of Stores.

## MAILS

### Commencement of Coastal Steamer Services

The Newfoundland Railway has advised that ice conditions permitting the Coastal Steamer Service will commence operations as follows:—

"CLYDE" —Sailing from St. John's Tuesday, May 3rd, calling at ports on South Side of Notre Dame Bay to Lewisporte. This steamer will leave Lewisporte on Friday, May 6th, for North Side of Green Bay.

"NORTHERN RANGER"—Sailing from St. John's on Thursday, May 5th, on St. John's-Humbermouth Route.

"SAGONA"—Sailing from St. John's on Friday, May 6th, on Fogo Service.

Further notification will be given the Staff in the Circular and by telegram with reference to the cessation of the Winter courier services and the commencement of the Summer services.

## Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 11.30 a.m. (late fee letters 12.15 p.m.) for despatch, same day, on Thursday the 28th April. Delivery should be effected in Montreal and New York on or about Monday the 2nd May. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF YORK" due to sail from Montreal on the 6th May and arrive in England on the 14th May, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "EUROPA" due to sail from New York on the 3rd May and arrive at Southampton on the 8th May.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late letters 4.15 p.m.) for despatch, same day, on the Monday the 2nd May. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF YORK," but any letters endorsed "Via New York" will be forwarded to New York for connexion by fast steamer, the particulars of which have not yet been advised.

## TELEGRAPHS

### Reduction in Rates for Empire Cables

The Anglo American Telegraph Company Ltd. (ANGLO) has notified the Department that on and from the 25th April it will reduce its cable rates to the uniform Empire rates shown on Page 303 of last week's Circular for cables addressed to the following countries:—

#### British West Indies

Antigua  
Barbados  
Caicos Isles  
Dominica  
Grenada  
Jamaica  
Montserrat

#### British West Indies

St. Kitts  
St. Lucia  
St. Vincent  
Tobago  
Trinidad  
Turks Island  
British Guiana



Instruction (2) on page 304 of last week's Circular should, therefore, be amended to read as follows:

(2) In the case of those countries for which IMPERIAL, COMMERCIAL and ANGLO offer the cheaper uniform rate the sender should be informed accordingly and left to choose the route by which he desires his cable to be sent. If he makes no choice the cable should be routed "Via Commercial."

The Commercial Cable Company (COMMERCIAL). Turks Island should be crossed out of the list of countries for which the Commercial Cable Company will reduce its rates to the Empire uniform rate.

### Errors, Delays and Failures

For the month of March there were 7 errors, 1 delay and 1 failure.

#### ERRORS:

Between Rencontre West and Garnish .....	1
Between Whitbourne and St. John's .....	1
Between Topsail and St. John's .....	1
Between Grand Falls and St. John's .....	1
Between St. John's and Deer Lake .....	1
At Channel .....	1
At Harbour Buffett .....	1

#### DELAYS:

At Brigus .....	1
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#### FAILURES:

At Channel .....	1
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#### FINES

Fines of 50 cents each were imposed on the following officers for errors in figures and failure in service: Mr. P. Strickland, Rencontre West; Mr. W. Marsh, Garnish; Mrs. Vey, Channel.

### Traffic

The total number of paid telegrams for March was 29,371, of which 1,098 were sent by the Priority Service. The total for March, 1937, was 31,896. It should be noted, however, that the 1937 figures included 5,796 Easter Greetings telegrams. The Greeting telegrams this year will be included in the figures for April.

The number of Service messages for March was 3,420 as compared with 4,689 for March, 1937.

The number of D.H. Messages for March was 1,249 as compared with 1,176 for March, 1937. Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The Public message service consisted of 9,176 words, which is the equivalent of 6,120 telegrams at the St. John's Head Office.

### Obtaining Money by Forged Telegrams

On the 12th April, at Clarendville, an unknown man claiming to be acting for a young woman living at Brownsdale, Trinity Bay, handed in a telegram addressed to her father in her name, asking to have \$50. wired her immediately as she was very ill and on her way to the hospital.

This telegram was forged and the attention of Postmasters is drawn to the possibility of similar attempts being made at other offices to obtain money by telegram on false pretences or by using the signature of another person.

Where suspicion exists the officer concerned should accept the telegram without comment. wire full particulars to the Director of Telegraphs and await instructions.

The existing Postal Telegraph regulations with regard to identifying persons before paying over money to them for any official purpose must be rigidly observed in all cases.

## ACCOUNTING

### Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for making four or more errors in the Money Order Service during the month of February, 1938.

Office	No. of Errors	Orders Issued and Paid During February
Bell Island Mines .....	6	1070
Lewisporte .....	6	170
Victoria Village .....	4	42
Westport .....	4	12 (To 22nd February only)
	<hr/> 20	<hr/> 1300

Number of Orders issued during February .....	18,713
Number of Orders paid during February .....	8,103

Total .....	26,816
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Total number of errors .....	247
Percentage of errors .....	.92
i.e. Approximately 9 errors per every 1000 orders issued and paid.	

Total number of figure errors .....	112
Percentage of figure errors .....	.45
i.e. 4½ figure errors per every 1000 orders issued and paid.	

This record is so far the best for any month since the system of monthly publication of the errors in the Money Order Service was instituted, and is evidence of the fact that the Staff is generally exercising more care in this important branch of the Department's work.



# POST OFFICE



# CIRCULAR.

THURSDAY, 5th MAY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## VACANCY

Flat Islands, P.B. ... .. Postmaster and Wireless Operator. Salary \$360. per annum.  
Applications close 17th May, 1938. Advertised by telegraph  
27th April, 1938.

## Extension of Postal Facilities at Indian Bay

Commencing 1st May, 1938, all postal facilities, with the exception of Money Orders and C.O.D. parcels, will be available at Indian Bay in addition to the telegraph facilities introduced on the 1st September, 1937 (see Post Office Circular 14th October, 1937, page 191).

Mails will be despatched on both inward and outward trips of the S.S. "SAGONA." Indian Bay will act as the distributing office for Wareham and Trinity, B.B.

## Prohibited Publications

The Magazine entitled "INTIMATE ROMANCES" should be added to the list of prohibited publications given on page 82 of the Post Office Circular of the 8th April, 1937.

The Newfoundland Assorting Office at North Sydney and the St. John's General Post Office should be careful to exclude any of these publications from circulating in the mails and should forward any copies which may come under their notice to the Director of Postal Services under special cover. Any copies which may be received by Newfoundland Offices direct from abroad, either from foreign offices of exchange or in mails made up in the office of the publishers, should be dealt with similarly.

## Daylight Saving Time

Daylight Saving Time comes into force in Newfoundland on the second Sunday in May. At midnight on Sunday, the 8th May, therefore, all clocks should be put forward one hour making the time 1 a.m. Monday, the 9th May.

## MAILS

### Cessation of Winter Courier Services and Commencement of Summer Services

- (1) The last despatch of mail for the Winter courier services was made on the 25th April, except for offices in Bonne Bay to which a special despatch was made via Curling on the 2nd May.
- (2) The next despatch to offices on the Winter routes will be by the Coastal Steamers "CLYDE,"

"NORTHERN RANGER" and "SAGONA" sailing from St. Johns on 2nd, 5th and 6th May respectively.

(3) The Gambo-Cape Freels motor boat service commenced on Monday, 2nd May, with the same ports of call as in 1937.

(4) **Trinity Bay South**

Until further notice mails will be despatched as follows:—

- (a) Mondays via Whitborne for all points Whitbourne to Brownsdale.
- (b) Wednesdays via Carbonear for all points Heart's Content to Brownsdale.
- (c) Thursdays via Whitbourne for all points Whitbourne to Brownsdale.

## Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 11.30 a.m. (late fee letters 12.15 p.m.) for despatch, same day, on Thursday, the 5th May. Delivery should be effected in Montreal and New York on or about Monday, the 9th May. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 10th May and arrive at Liverpool on the 16th May, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 11th May and arrive at Southampton on the 16th May.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 9th May. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded by the S.S. "NEWFOUNDLAND" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "BRITANNIC" due to sail from New York on the 13th May and arrive at Plymouth on the 21st May.

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## TELEGRAPHS

### Easter Greetings Traffic

The total number of Easter Greetings telegrams dealt with this year was 7,179 as compared with 5,796 for Easter 1937. The figures were made up as follows:—

	1937	1938	Increase
Domestic .....	5,738	6,870	1,132
Labrador .....		226	226
Cables .....	58	83	25
Totals .....	5,796	7,179	1,383

323 of the Domestic Greetings Telegrams were sent at ordinary rates in 1937 and 557 in 1938. The remainder were fixed text Greetings Telegrams sent at the special cheap rate.

The number of Greetings Telegrams for Easter 1938 is the highest since the service was instituted.

## Ice and Weather Reports

The daily ice and weather reports received from Labrador and local Wireless Stations in the interest of the Sealfishery were discontinued as from 27th April.



## Special Sunday Service

The St. John's Head Office which, since the 13th March, has been open on Sundays from 8 a.m. until midnight, resumed normal Sunday hours as from Sunday, the 2nd May.

## Reports of Coastal Steamers

The Coastal Steamers will shortly be operating on their Summer routes and the attention of Postmasters is called to the necessity, in the interest of the general trade of the country and the travelling public, to report the movements of these steamers promptly.

The Department has been reporting the movements of the Coastal steamers for years and on the whole has given satisfactory service in this respect but it is the occasional complaint of failure of service which it is necessary to guard against. The aim of the Department must be to give a service at all times as nearly perfect as possible, subject to local conditions and circumstances over which the Department has no control.

The latest steamer reports available will be broadcast from St. John's over the whole telegraph system with other information of public interest daily at 11 a.m., and later reports sent to ports interested at 5 p.m. instead of 4 p.m. as formerly. Coastal Postmasters will follow the following rules:—

### Reporting

1. Report the sailing of coastal steamers promptly to St. John's in the usual way, giving the time of arrival and departure. "DX" indicates that a ship is inward towards her terminus, and "UX" outward bound.
2. At 9 a.m. report any steamer which has arrived or departed since 6 p.m. the previous day.
3. If a steamer arrives during the night and is delayed in port at 9 a.m. report that the steamer is still in port, giving the time thus "9 a.m. UX Clyde a 1 a.m. still here." If the steamer is still there after 2 p.m. report again for the 5 p.m. issue from St. John's giving this information.
4. If a steamer is delayed for a long period at your port report her twice daily as indicated above.
5. If the steamer is storm bound at some harbour where there is no telegraphic communications the next port of call having telegraph facilities should issue reports twice daily thus "9 a.m. Clyde not arrived," "4 p.m. Clyde still not arrived."

### Compiling and Transmission

6. The St. John's Head Office should endeavour to have steamer reports as late and up to date as possible before making up the daily messages.
7. Repeating offices will see that the latest reports are forwarded to the ports interested before closing.
8. A steamer report, copied at a repeating station too late to be included in the 5 p.m. report but of interest to ports on that circuit, should be forwarded to the offices interested before closing.

### Posting Steamer Reports

9. Steamer reports are to be posted up in a prominent place for the information of the public immediately when received.
10. The public should be informed that reports are sent twice daily at the time specified above and no free enquiries can be made on behalf of individuals.

## ACCOUNTING

### Stolen Canadian Postal Money Order Forms

The following Canadian Money Order Forms have been reported stolen:  
Ottawa (Eastview Sub-Post Office) Ont. .... Nos. 6800-7200 inclusive

### Stolen U. S. A. Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:  
Thornburg, Iowa ... Nos. 36001 to 36600 inclusive  
Cambria, Iowa ... Nos. 27401 to 28000 inclusive

The above Canadian and U.S.A. Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31, of the Post Office Circular of the 7th January 1937, and page 58 of the Circular of the 11th February 1937.

### Offices Issuing Mutilated Money Orders

The following is a list of offices at which the officials are responsible for issuing mutilated Money Orders during the month of April 1938.

Argentia	Harcourt
Burgeo	Hillview
Carbonear	Lush's Bight
Channel	Point Leamington
Deer Lake	Roberts Arm
Eastport	

The officials concerned should pay greater attention to the instructions which are repeatedly issued in this matter.

### New Stamps

The new stamps of the 2, 3, 4 and 7 cents denominations have been received and supplies will be sent to as many offices as possible in time to be put on issue on the 12th May but not before. If any member of the public endeavours to obtain these stamps before that date he should be informed that under no circumstances can they be sold until the authorised date of issue, the 12th May. Severe disciplinary measures will be taken against any Postmaster who disregards this important instruction.

As was indicated on page 280 of the Post Office Circular of the 10th March any stocks of the existing designs of the 2, 3, 4 and 7 cents denominations remaining on hand on the 12th May should not be returned to Headquarters but should be sold.



## POST OFFICE



## CIRCULAR.

THURSDAY, 12th MAY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## OBITUARY

The Department regrets to announce the death of Mr. William J. Thistle, which took place at North Sydney on the 6th May. Mr. Thistle was for many years Mail Clerk on the S.S. "CARIBOU." He was born on the 7th November 1891. He entered the Service of the Department of Posts and Telegraphs on the 8th June, 1906, as a Letter Carrier; was promoted to be an Assorter at the St. John's General Post Office in June, 1911, and Mail Clerk in the Travelling Post Office in August, 1912, which post he held until January 1922. He was Clerk-in-Charge of the Night Shift at the St. John's General Post Office from January 1922 until October 1925, when he was transferred to the position of Mail Clerk on the S.S. "CARIBOU", the duties of which post he discharged to the day of his death. Mr. Thistle all through his career was a loyal and efficient servant of the Department and his passing is a matter of sincere regret to the Department and to his former colleagues.

## Sentenced for Embezzlement and Tampering With the Mails

Mrs. Muriel Bailey, ex-Postmistress of Flat Islands, P.B., was arrested and charged on the 25th April with embezzling certain sums belonging to the Post Office and to members of the public, and with illegally opening and withholding from delivery certain post letters which it was her duty to deliver. She was convicted and sentenced to serve seven months imprisonment in His Majesty's Penitentiary.

## APPOINTMENTS

St. John's General Post Office ..... Mr. John J. Gibbons to be Letter Carrier as from 1st May, 1938.  
 St. John's General Post Office ..... Mr. Edward N. Taylor to be Letter Carrier as from 1st May, 1938.  
 Belleoram ..... Miss Bessie Harris to be Messenger Assistant as from 1st May, 1938.

## TRANSFERS

✓ Belleoram ..... Mr. Stephen Dicks, Assistant at Burin, to be Postmaster and Operator as from 5th May, 1938.  
 ✓ Burin ..... Mr. Reginald Harris, Postmaster and Operator at Belleoram, to be Assistant as from 5th May, 1938. ✓

## RESIGNATION

✓ Hillgrade ..... Mrs. Bert Rodgers, Postmistress and Telephone Attendant as from 31st May, 1938. Salary \$60 per annum. Applications close 25th May, 1938. Advertised locally.

## MAILS

**Summer Railway Schedule—Changes in Courier Services**

The Summer Railway schedule becomes effective on Sunday, May 15th, from which date three expresses will operate weekly:

No. 3 will leave St. John's 10 a.m. each Sunday.

No. 1 will leave St. John's at 5 p.m. each Tuesday and Thursday.

No. 4 will leave Port aux Basques 7.30 p.m. each Tuesday, and No. 2 at 7.45 a.m. each Sunday and Friday. No. 4 will arrive at St. John's 6 p.m. on Wednesdays, and No. 2 at 11 a.m. Mondays and Saturdays.

To correspond with the summer railway schedule the following changes in the courier route become effective from the dates given:

**(1) Trinity Bay South**

(a) Effective from Saturday, 14th May, mail for all points Heart's Content to Brownsdale will be despatched to Carbonear each Saturday by 6 p.m. train. The courier will make his round trip from Heart's Content to Carbonear and Brownsdale each Monday, commencing on Monday, 16th May.

(b) From Tuesday, 17th May, mail for all points Whitbourne to Brownsdale will be despatched by No. 1 Express each Tuesday and Thursday. Courier will make his round trip from Heart's Content to Whitbourne each Wednesday and Friday.

(c) From Wednesday, 18th May, Courier will make his round trip from Heart's Content to Brownsdale each Wednesday and Saturday.

**(2) Bay de Verde District**

From Monday, 9th May, the courier will make his round trip from Grate's Cove to Carbonear each Monday and Thursday. Mail will be despatched to Carbonear daily except Monday and Thursday.

**(3) Whitbourne to Bellevue**

From Wednesday, 18th May, the Courier will make his round trips each Wednesday. Mail will be despatched each Tuesday.

**(4) Keels to Port Rexton**

From Monday, 16th May, the courier will make his round trip each Monday. Mail will be despatched each Sunday.

**(5) Hickman's Harbour to Clarendville**

From Wednesday, 18th May, the courier will make his round trip each Wednesday. Mail will be despatched each Tuesday.

**(6) Cape Freels to Gambo**

The motor boat service from Gambo to Cape Freels is now in operation.

Effective from Sunday, 15th May, the boat will leave Cape Freels in sufficient time to connect with the Express leaving St. John's at 10 a.m. each Sunday and remain to connect with No. 2 Express for St. John's each Monday. Mail will be despatched from St. John's each Sunday.

**(7) Deer Lake to Bonne Bay and Trout River**

A courier service will be operated from Deer Lake to Bonne Bay and Trout River to supplement the "Northern Ranger Service."

The first despatch will be on Monday, 9th May. Other despatches will be advised by the Director of Postal Services.



## Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 11.30 a.m. (late fee letters 12.15 p.m.) for despatch, same day, on Thursday, the 12th May. Delivery should be effected in Montreal and New York on or about Monday, the 16th May. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF BEDFORD" due to sail from Montreal on the 20th May and arrive in England on the 28th May, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 18th May and arrive at Southampton on the 23rd May.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 15th May. Delivery should be effected in Montreal and New York (Central Districts) on or about the following Wednesday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF BEDFORD" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "AMERICAN TRADER" due to sail from New York on the 20th May and arrive at Plymouth on the 29th May.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 17th May. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 27th May and arrive at Liverpool on the 2nd June, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 25th May and arrive at Southampton on the 30th May.

## TELEGRAPHS

### Mothers' Day Greetings Telegrams

The Mothers' Day Greetings Telegram service, with special cheap rates, was well patronised this year by the general public. The total number of Mothers' Day Greetings telegrams dealt with for the four days from the 4th to the 7th May was 2,533, as compared with 2,093 in 1937 and 1,441 in 1936, an increase of over 75% since the service was instituted two years ago.

449 of the 2,533 telegrams were taken over the counter at the General Post Office, and 306 delivered in the City of St. John's.

### Certificates of Proficiency in Radio-telegraphy

The undermentioned candidates have successfully passed the examination for second class certificates of proficiency in radio-telegraphy since the publication of the previous list on page 294 of the Post Office Circular. Other lists are given on pages 35, 40 and 68 of the Post Office Circular.

Edward Beehan ..... Cupids  
Desmond Daley ..... St. John's  
Robert Newbury ..... St. John's  
Harry Thos. Moores Blackhead, B.D.V.

Clarence Ray Morgan ..... Bay Roberts  
John Dunphy ..... St. John's  
Robt. H. Heale ..... St. John's  
Aymore Spurrell ..... Badger's Quay

## ACCOUNTING

### Remitting for C. O. D. Parcels

Considerable trouble is being caused at Head Office and to the general public by the careless manner in which certain Postmasters are remitting amounts collected in respect of the delivery of C.O.D. parcels.

It has happened on numerous occasions that the money order covering the amount collected while made out in favour of the right payee has been sent by the issuing Postmaster to a different person who has carelessly deposited the money order in his own Bank account making it necessary for this office to demand a refund when it has come to notice. In many cases the money order has been made out to the wrong payee and cashed, and an error of this nature is not usually detected until the sender of the parcel has made enquiry which usually happens when the parcel has been outstanding for some time.

It is often difficult to obtain a refund in these circumstances and as these errors can be attributed to nothing but carelessness on the part of the issuing Postmasters these officials, besides rendering themselves liable to be fined, will be held responsible for any amounts which may prove uncollectable through their errors.

### Stolen Canadian Postal Money Orders

The following Canadian Money Order Forms have been reported stolen:—

Woodbridge, Manitoba ..... Nos. 5989 to 6000 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January 1937, and page 58 of the Circular of the 11th February, 1937.



## POST OFFICE



## CIRCULAR.

THURSDAY, 19th MAY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## MAILS

## Mail Courier Contracts

Two copies of contracts for the seven and eight month's courier services have been posted to all contractors.

One copy must be signed, the signature witnessed, and returned to the Director of Postal Services before the 31st May.

That part which records the couriers' bills must not be separated from the contract, and nothing must be written on that part of the contract.

Postmasters should enquire from the contractor when forwarding bills for May if his contract has been properly signed and returned, and if not, see that it is attended to at once.

Bills for courier services will not be paid until the contract is returned to the Director of Postal Services.

## Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 19th May. Delivery should be effected in Montreal and New York on or about Monday, the 23rd May. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 27th May and arrive at Liverpool on the 2nd June, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 25th May and arrive at Southampton on the 30th May.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 22nd May. Delivery should be effected in Montreal and New York (Central Districts) on or about the following Wednesday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "BREMEN" due to sail from New York on the 28th May and arrive at Southampton on the 3rd June.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 24th May. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "BREMEN."

## Duty Parcels Returned or Claim for Refunds

Despite the full instructions given on pages 158 and 237 of the Post Office Circular with reference to the return of duty parcels and the treatment of claims for cancellation or reduction of duty many Postmasters are still failing to deal properly with cases which arise at their offices.

It is important to note that no claim for refund of duty paid or for cancellation of duty will be considered unless Form No. 1005, giving Duty Bill Number, value of goods returned, original duty and stating whether the duty has been paid or not, is properly completed in all respects and forwarded by the Postmaster to the Head Postmaster, St. John's. Envelope No. 1006 should be used for the purpose.

In most cases it is necessary for the parcel to be forwarded to the Parcel Post Office, St. John's, and whenever this is done the envelope No. 1006 containing Form No. 1005 should be securely tied to the parcel. The original official customs declaration form issued in the country of origin and showing the value and description of the goods contained in the parcel must always be returned. Sometimes the official customs declaration form is in the form of a label or tag and sometimes it is an adhesive form stuck to the parcel. It is essential for the Customs Department that it should always accompany a returned parcel.

Whenever a person in very poor circumstances makes application for a parcel containing second hand goods to be delivered to her without paying the assessed duty it is necessary that a certificate should be furnished by a Clergyman, Doctor or J. P. as to the circumstances of the addressee. This certificate must be attached to a Form No. 1005 which should be properly prepared and forwarded to the Head Postmaster, St. John's. The parcel must always be returned for re-examination when there is no customs declaration form showing the contents as second hand goods. If, however, there is a customs declaration which reads "Second hand clothing only" it would not be necessary to return the parcel. The customs declaration form attached to Form No. 1005 and the certificate would be sufficient. It should be clearly understood that no application for cancellation of duty can be considered if the contents of the parcel are new.

It should be noted that an addressee of a parcel who applies for the duty to be reduced or cancelled is responsible for the postage in connexion with the return of the parcel to St. John's and reforwarding to the office of delivery except in the cases indicated in the first paragraph on page 159 of the Post Office Circular.

The special instructions with reference to the return of parcels to the country of origin for the exchange of goods are given on pages 159 and 237 of the Post Office Circular.

If Officers fail to carry out these instructions cases will be held in suspense until the desired information is forthcoming.

## TELEGRAPHS

### Wording of the Address of Telegrams

1. The address must contain all the particulars necessary to ensure delivery of the telegram without enquiry or request for information.
2. Every address to be admissible must contain at least two words, the first designating the address and the second the name of the telegraph office of the locality of destination.
3. The address must, in the case of large towns, include the name of the street and the number or, in the absence of these particulars, it must state the profession of the addressee or give any other useful information.
4. Even for small localities the designation of the addressee must be supplemented so far as possible by full particulars for the guidance of the office of delivery.

The above regulations are applicable to local as well as international telegrams.

In Cablegrams an address of one word (excluding the office of destination) to ensure prompt and correct delivery, must be registered.

### Registered Addresses

The following regulations govern the registration of code addresses:

A registered address shall consist of one word of not more than ten letters and the name of the telegraph office of destination.

The registered word must be an arbitrary or artificial word and not a proper name of surname.



The local fee for registration is \$2.50. The Department assumes no responsibility or liability for failure to deliver messages addressed to surnames without the given name or initial or other particulars necessary to ensure proper deliveries.

Messages with doubtful addresses or with unregistered code addresses should not be displayed to any but the true addressee, therefore delivery of such messages will be effected only with the greatest caution.

### Rate of Pay for Labor for Telegraph Maintenance

All classes of labor employed on telegraph and telephone lines or elsewhere by the Telegraph section will be paid at the rate of twenty-five cents per hour until further notice. Postmasters should make sure that the number of hours is shown and that the rate per hour is correct before certifying bills. Postmasters are also expected to see that the number of hours shown were actually worked insofar as it is possible for them to do so. The expenditure order number must always be shown on the bill and a report of the work done (Form No. 1246) must be attached in all cases.

See also pages 40, 47 and 139 of the Post Office Circular.

### Private Telephones

No additional private telephone will be permitted on main telephone lines connecting public offices over which telegrams are transmitted and in no cases will a request for a private telephone be granted if the distance from the subscriber's residence to the nearest point on a branch line to which only private telephones are connected, or to the nearest post office or public telephone office, exceeds one quarter of a mile.

The attention of Postmasters is also directed to page 43 of the Post Office Circular with reference to the irregular connecting of telephones to the Department's telephone lines by private individuals without authority.

### Original Telegrams Should Not Be Attached to Bills

On the 2nd October, 1934, the following regulations were issued in connexion with Out-port Charge accounts for the Customs Department as follows:—

"All telegrams handed in by Collectors of Customs addressed to Revenue Cutters and certified by Collectors should be treated as paid messages. Send a bill with a copy of each message to the Accountant, St. John's, with your monthly returns. Amounts will be collected here."

This rule applies to Charge Accounts for the Department of Public Health and Welfare and other Government Departments.

Some Postmasters send in the original telegrams instead of copies. This practice should cease and only copies should be attached to the bill as vouchers.

The original telegrams should be retained in the office issuing the statement.

## ACCOUNTING

### Remittance of Cash

The following errors were made by the Staff at the undermentioned offices in the remittances received during the past week:

#### 1. Remittance forms not showing to what account cash was to be credited

Bonavista	Long Harbour, P.B.
Botwood	Norris' Arm
Catalina	St. Fintan's
Channel	Sweet Bay
Harbour Breton	Chapel Arm
Laurenceton	

2. Using one remittance form for more than one remittance:

Cape Onion	Little Hr. (Twillingate)
Carmanville	Little Harbour East
Cavendish	Lourdes
Clarenville	St. Bernard's
Colinet	

3. Remittances received with no remittance forms:

Newfoundland Airport	Raleigh
Piccadilly	Rattling Brook
Port Anson	Ship Cove, P.B.

4. Cash remitted in "Accountant" envelopes:

Flat Bay	Newstead
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Full instructions with reference to cash remittances have been given on pages 88, 128 and 187 of the Post Office Circular and the Staff responsible should refer to these instructions again in order to avoid these irregularities in the future.

### Post Offices With Official Bank Accounts

It has hitherto been the practice for the Bank Managers of Branch Banks holding accounts in the name of the Postmasters at the following offices:—

Corner Brook	Bell Island Mines
Curling	Burin North
Grand Falls	Fogo
St. George's	Grand Bank
Heart's Content	Twillingate
Bay Roberts	

to forward direct to the Chief Accountant a statement, showing the balance on hand for each account, at the close of business on the last day of each month. As and from 31st May, 1938, the Bank Managers will pass these statements to the Postmasters who should forward them immediately by registered mail to the Chief Accountant, General Post Office, St. John's. It will be the responsibility of the Postmasters of the above mentioned offices to make application to the Managers of the Branch Banks for these statements on the last day of each month.

### All Expenditure Must be Authorised

Renewed attention is drawn to Secretary's Circular No. 5 of the 4th December, 1934, in which it was laid down that no expenditure should be incurred unless formal authority had first been given by the Secretary.

If this instruction is not observed the expenditure incurred without authority is liable to be charged against the officer responsible.

### Money Order Books

The work of supplying Blank Money Order Books to Money Order Offices has been transferred from the Accounts Branch to the Stores Section. In future, therefore, requisitions for these books should be addressed to the Controller of Stores. Postmasters are reminded that it is important to quote the number of the last form on hand when requisitioning new books.



## POST OFFICE



## CIRCULAR.

THURSDAY, 26th MAY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENT

- ✓ Flat Island, P.B. ..... Miss Eleanor D. Moulton to be Postmistress and Wireless Operator. (no date !)

## TRANSFERS

- St. Anthony (1511?) ..... Mr. Joseph Patey, Postmaster and Operator at Conche, to be Assistant as from 1st June, 1938.
- ✓ Conche ..... Mr. W. B. Perry, Postmaster and Operator at Groais Islands, to be Postmaster and Operator as from 1st June, 1938.
- ✓ Groais Islands ..... Mr. E. Snow, Assistant at St. Anthony, to be Postmaster and Operator as from 1st June, 1938.

(These transfers are made in order to obtain the benefit of Mr. Patey's telegraph experience at St. Anthony)

## Leave

Subject to the needs of the service two weeks annual leave will be granted to officials at telegraph offices only who entered the Postal service prior to January 1938. The leave schedule is being prepared at Head Office and it is hoped to be able to relieve all concerned between the months of June and October inclusive. This will be possible only if the members of the Staff co-operate and proceed on leave on the dates authorised and return to duty promptly. It is the duty of the official on leave to see that he does not visit a place from which he knows he cannot return to duty in the specified time.

Renewed attention is drawn to the certification of bills for annual and sick leave, and the method of preparing bills. This was explained on page 117 of the Post Office Circular of the 10th June 1937.

Postmasters when proceeding on leave should read carefully the instructions given on pages 101 and 157 of the Post Office Circular.

## STORES

## Stores Receipt Cards—Form No. 1300

It has come to notice that a number of officials are dilatory in returning Stores Receipt Cards, Form No. 1300. These cards are issued for the purpose of obtaining receipts from offices for goods supplied from the Stores section. For record and auditing purposes it is essential that all such cards should be returned to the Stores section properly filled in immediately upon receipt of goods.

## Letter Scales

A limited number of Letter Scales are on hand at the Stores section and will be supplied to the more important offices not already in possession of this item of equipment. Requisition should be made to the Stores section with a report stating the present type of scale which is used for weighing letters and its condition.

## Kindling Wood

Postal Telegraph and Postal Telephone Offices which are supplied with coal are also supplied with kindling wood.

Effective the 1st July, 1938, such offices are authorised to purchase sufficient kindling wood for the year 1938-39 at a cost not exceeding the amount paid for 1937-38.

Bills properly certified by the Postmaster should be forwarded to the Director of Postal Services.

The following is a form of bill:

Post Office at .....  
 Date .....  
 Kindling wood to the value of \$ ..... has been supplied this office by  
 .....

Post Office address.

I hereby certify that this bill is correct for the amount stated therein:

.....  
 Postmaster.

## MAILS

### Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 26th May. Delivery should be effected in Montreal and New York on or about Monday, the 30th May. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 27th May and arrive at Liverpool on the 2nd June, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 1st June and arrive at Southampton on the 6th June.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 29th May. Delivery should be effected in Montreal and New York (Central Districts) on or about the following Wednesday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF YORK" due to sail from Montreal on the 3rd June and arrive in England on the 11th June, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "EUROPA" due to sail from New York on the 4th June and arrive at Southampton on the 10th June.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 31st May. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF YORK" but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

## TELEGRAPHS

### Errors, Delays and Failures

For the month of April there were 17 errors and 8 failures. Two of the errors were made in figures. The responsibility for one failure cannot be placed.



**ERRORS**

Between	Channel and Deer Lake .....	1
"	Moreton's Harbour and Campbellton .....	1
"	St. John's and Topsail .....	2
"	Deer Lake and St. John's .....	1
"	Indian Bay and Topsail .....	1
"	King's Cove and Topsail .....	1
"	Grand Falls and St. John's .....	1
"	Englee and Campbellton .....	1
"	Grand Bank and Placentia .....	1
"	St. John's and Campbellton .....	2
"	Belleoram and Placentia .....	1
At	Deer Lake .....	2
"	Belleoram .....	5

**FAILURE OF SERVICE**

At St. John's .....	2
" St. Brendan's .....	1
" Port Union .....	1
" Campbellton .....	1
" Whitbourne .....	1
" Wesleyville .....	1
Not placed .....	1

**FINES**

Fines of 50 cents each were imposed on the following officers for failures of service and figure errors:

Mr. G. Ralph, Deer Lake.	Mr. G. Thomas, Campbellton.
Mr. G. Hobbs, Whitbourne.	Miss M. Hynes, St. Brendan's.
Miss D. Hoddinott, Englee	Mr. R. J. Fox, Campbellton.
Mr. D. King, Port Union.	Miss E. Grandy, Wesleyville.

A fine of one dollar was imposed on Mr. G. White, St. John's, for the failure of two telegrams.

The Post Office Circular, on pages 35 and 278, gives regulations for guarding against errors in figures and failures of telegrams. Had these regulations been observed the deplorable number of faults listed above could not have occurred.

It is apparent that there is a laxity in the handling of telegrams on the part of some operators which, unless remedied, cannot fail to bring the service into disrepute with the general public. In the interest of the Service it will be necessary to take special measures against these operators who are grossly careless in the performance of their duties to the prejudice of the safe and expeditious treatment of the public's telegraph traffic.

**Priority Service**

The rendering of "Ordinary" for "Priority" in the transmission of telegrams is a serious matter and constitutes a failure of service. As from the 1st June it will come under this category, and the usual fine will be imposed.

The rendering of "Ordinary" for "Priority" and vice-versa leads to unnecessary service messages in the adjustment of daily check reports.

**Correction in List of Countries to Which Uniform Empire Rate Applies**

Delete **Transjordan** from the list given on page 303 of the Post Office Circular of the countries to which the new Empire rate applies and add **WILLIS ISLAND**.

The full rate for Transjordan is 44 cents per word and the code rate 27 cents per word.

The full rate for Willis Island is 30 cents per word and the code rate 20 cents per word.

## Cables to Amoy, China

This Department has been advised through the Commercial Cable Company that messages for Amoy, China, can only be accepted subject to sender's risk and indefinite delay.

## Extension Fire Patrol Telephone Line

Permission was granted Mr. L. C. Cooper, Secretary of the Fire Patrol, Grand Falls, to affix a telephone line to the spare pin on this Department's line system between Bishop's Falls and Seven Miles East, also from Terra Nova to Seven Miles East on a bracket placed under the lower cross arm.

## Traffic

The total number of paid telegrams for April was 44,070, of which 1,069 were sent by the Priority Service. The total for April 1937 was 32,709. It should be noted, however, that 7,179 Easter Greetings telegrams are included in the figures of traffic for April 1938. The number of Easter Greetings telegrams last year was included in the March figures of traffic.

The number of Service Messages for April was 4,879, as compared with 5,164 for April 1937.

The number of D.H. Messages for April was 1,349 as compared with 1,132 for April 1937. Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The Public Message service consisted of 9,447 words, which is the equivalent of 6,300 telegrams at the St. John's Head Office.

## ACCOUNTING

### Remittance of Cash

The following errors were made by the Staff at the undermentioned offices in the remittances received during the past week:

1. Remittance forms not showing to what account cash was due to be credited  
Bonavista, Grand Bruit, Kelligrews, Little Bay, N.D.B., Morrisville,  
New Chelsea.
2. Using one remittance form for more than one remittance  
Manuels, Point May, Renewes, Winterton.
3. Remittance received with no remittance form  
Bell Island Mines, Corner Brook, Harcourt, North Bay LaPoile, Plate Cove,  
St. Jones Within.
4. Cash remitted in "Accountant" envelopes  
North Bay LaPoile, St. Jones Within.

The Postmasters of the above offices should read and carry out the instructions given on pages 88, 128 and 187 of the Post Office Circular.



# POST OFFICE



# CIRCULAR.

THURSDAY, 2nd JUNE, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## OBITUARY

The Department regrets to announce the death of Mrs. E. M. Grubb, Postmistress at Hopedale, Labrador, at Hopedale on the 28th February, 1938. Mrs. Grubb entered the service on the 1st July, 1937.

## Sentenced for Attempt to Obtain Money By Forged Telegram

On the 14th April Edward Power, native of Branch, entered the Clarendville Post Office and sent a telegram to Mr. Fred Brown of Brownsdale, T.B., signing the name of Miss Belle Brown. The telegram asked the addressee to forward by telegraph money order the sum of \$55. Power represented that he was acting for Miss Brown because she was ill. The addressee had reason to suspect the genuineness of the telegram and subsequent enquiry showed that it had not been sent with Miss Brown's knowledge or consent. The Postmistress correctly informed Power that even if a telegraph money order were sent, the money could not be paid to him without the production of satisfactory written proof that Miss Brown desired him to act as her representative and receive the money on her behalf.

Power was arrested and prosecuted at St. John's on the 14th May and sentenced to two years imprisonment with hard labour. His Lordship the Chief Justice intimated that the offence was aggravated by the fact that the accused had only been out of prison a short time having served sentence for a similar offence.

All officials should be on their guard against the possibility of attempted fraud in connexion with the money order or telegraph money order services. If any official should have reason to suspect that a fraud is being attempted he should communicate by telegraph immediately with the Chief Accountant, General Post Office, St. John's.

## RESIGNATIONS

St. John's Telegraph Delivery.....Mr. Thomas McCarthy, Messenger, effective 14th June, 1938.  
 Botwood ... ..Mr. Bert Wells, Messenger, effective 31st May, 1938. Applications close 14th June, 1938. Salary \$120. per annum.  
 Advertised locally.

## APPOINTMENT

✓ Hillgrade .....Mrs. Alma Sansome to be Postmistress and Telephone Attendant as from 1st June, 1938.

## TRANSFERS

Owing to the death of the late Mr. W. J. Thistle, Mail Clerk on the S.S. "CARIBOU" the following changes in the T. P. O. have been made:—

Mr. H. Cutler, Mail Clerk on the S.S. "GLENCOE" to be Mail Clerk on the S.S. "CARIBOU."

Mr. A. LeDrew, Mail Clerk on the S.S. "HOME" to be Mail Clerk on the S.S. "GLENCOE."

Mr. W. Hart, Mail Clerk on the C. B. Railway to be Mail Clerk on the S.S. "HOME."

The duties of Mail Clerk on the C. B. Railway will be performed by Mr. Giles Smith for the time being.

## MAILS

### Advice of Reception Cards

The procedure to be followed when the sender enquires about a register or an insured parcel after the date of posting is given on page 224 of the Post Office Circular, 9th December, 1937.

Despite these definite instructions the Director of Posts has recently received several enquiries regarding registered letters and insured parcels without the Advice of Reception Card or memorandum form with the necessary stamp of 5 cents affixed as the fee for the enquiry.

In future such enquiries will be returned to the Postmaster unless he complies with the regulations governing the matter.

### Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 2nd June. Delivery should be effected in Montreal and New York on or about Monday, the 6th June. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN" due to sail from Quebec on the 11th June and arrive at Southampton on the 16th June, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 8th June and arrive at Southampton on the 13th June.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 5th June. Delivery should be effected in Montreal and New York (Central Districts) on or about the following Wednesday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 15th June and arrive at Southampton on the 20th June.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 7th June. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE."

## TELEGRAPHS

### Coastal Schooners Should Register Their Arrival at the Telegraph Office, General Post Office, St. John's

Owing to the difficulty and loss of time experienced in locating Outport vessels visiting St. John's all Postmasters are instructed to post the following Notice in a conspicuous place for the information and guidance of ships' Captains.

### Notice

"Captains of vessels coasting between Coastal Ports and St. John's are requested to register their names, their ships' names and where their ships are berthed, with the Delivery Section of the Telegraph Department at the General Post Office as soon as convenient after arriving in the port of St. John's. Changes of berths or wharves should also be reported."



It is expected that if this practice were put into effect the heavy delay in locating ships, which sometimes necessitates searching the whole water front, will be avoided and the loss of time in the delivery of messages be lessened.

### Collection of Radio Licence Fees for 1938

As stated on page 156 of the Post Office Circular licences for private radio receiving sets are valid for the calendar year ended the 31st December whereas formerly they expired at the end of the fiscal year on the 30th June.

All licences issued previous to the 31st December 1937, therefore, expired on that date except in a few cases where licences for 1938 were obtained in advance and are so stated on the licence.

Postmasters at Money Order offices should send out cards (Form No. 1253) to all persons operating receiving sets in the districts served by their offices and if a licence is not obtained within one week a final notice (Form No. 1254) should be sent. A note of the date on which cards and final notices are delivered should be kept in all cases and if a licence is not obtained within fifteen days from the date on which the final notice is delivered a telegram should be sent to the Secretary asking for authority to take legal action against persons operating receiving sets without a licence.

Full instructions covering the procedure to be followed in connexion with receiving licences were sent last year together with a supply of cards, final notices and blank licence forms and Postmasters should read these instructions carefully and act accordingly.

The date of expiry of licences issued during 1938 should be shewn on the Licence Form as the 31st December, 1938.

A supply of the new type of Final Notice Form (No. 1254) is being printed and will be forwarded to all offices when available but in case these do not arrive in time Postmasters may use stocks of the Final Notice Forms already on hand.

## ACCOUNTING

### Remittance of Cash

The following errors were made by the Staff at the undermentioned offices in the remittances received during the past week:—

1. **Remittance Forms not showing to what account cash was due to be credited**  
✓Cap<sup>l</sup> Charles (Lab.), Catalina, English Hr. West, Georgetown, Gander Bay, Indian Bay, New Chelsea, Parsons Pond, Pool's Cove, Port Hope Simpson, Shoal Cove West, Trinity.
2. **Using one Remittance Form for more than one remittance**  
Battle Harbour, Lally Cove, Old Shop.
3. **Remittance received with no Remittance Form**  
Canada Hr., Cape Freels, Cape LaHune, Cartwright, Heatherton, Hebron (Lab.), Port Saunders, Red Bay, St. Barbe, St. Mary's River, Stephenville.
- ✓ 4. **Cash remitted in "Accountant" envelopes**  
Red Bay, St. Barbe.
5. **Remittance Form addressed to "Accountant" instead of being enclosed with cash to Cashier**  
Grole, Bellburns.
6. **Accounts in Cashiers Envelope**  
Bell Island Mines, Henley Harbour, St. Mary's River.
7. **Stamp Remittance shown on Remittance Form as Telegraph**  
Placentia.

The Postmasters of the above offices should read and carry out the instructions given on pages 83, 128 and 187 of the Post Office Circular.

## Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for making four or more errors in the Money Order Service during the month of March 1938:

Office	No. of Errors	No. of Orders issued and paid during March
Badger .....	4	171
Bell Island Mines .....	9	1191
Botwood .....	5	454
Brigus .....	4	159
Buchans .....	4	1382
Gooseberry Cove .....	4	49
Milton .....	4	52
Norris Arm .....	4	177
	<hr/> 38	<hr/> 3635

Number of Orders issued during March .....	20,929
Number of Orders paid during March .....	8,550

Total .....	29,479
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Total number of errors .....	231
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Percentage of errors .....	.78
----------------------------	-----

i.e. Nearly 8 errors per every 1000 Orders issued and paid.

Total number of figure errors .....	161
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Percentage of figure errors .....	.54
-----------------------------------	-----

i.e. Approximately 5½ figure errors per every 1000 orders issued and paid.

## Acceptance of Cheques By Postmasters

Certain Postmasters are not complying strictly with the instructions given on pages 160 and 268 of the Post Office Circular with regard to the Acceptance of Cheques by Postmasters and the proper form of endorsement of cheques. They are asked to read carefully the instructions given and carry them out for the future.

## Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Chase, Ala. ....	Nos. 23604 to 23800 inclusive
Chicago, Ill. (Sta. 317) .....	Nos. 64179 to 64200 inclusive
Gillham, Ark. ....	Nos. 76352 to 76400 inclusive
Frenchtown, Mont. ....	Nos. 26601 to 27000 inclusive
Los Angeles, Calif. (Sta. 5) .....	Nos. 73533 to 73800 inclusive
Grant Iowa .....	Nos. 57137 to 57200 inclusive
Platform, Ohio .....	Nos. 1881 to 2000 inclusive
Baldock, S.C. ....	Nos. 26739 to 26746 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and Page 58 of the Circular of the 11th February, 1937.



# POST OFFICE



# CIRCULAR.

THURSDAY, 9th JUNE, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## RESIGNATION

✓ Musgravetown ... Miss Doris Saint, effective 30th June, 1938.

## VACANCY

Musgravetown ... Postmaster and Operator. Salary \$360. per annum except that should a female who is a resident of Musgravetown be appointed the salary will be \$300. per annum. Applications should be addressed to the Secretary, Department of Posts and Telegraphs and should reach him not later than 21st June, 1938. Applicants will please state name in full, date of birth, educational qualifications, departmental experience, whether married or single and the names of two people to whom application may be made with reference to character. The successful applicant will be required to furnish a certificate of medical fitness.

## APPOINTMENT

St. Juliens ... Mr. W. E. Woolgar to be Postmaster and Wireless Operator for the Summer season.

## Newfoundland Division of the Institute for the Blind

The above named charitable organisation is making a special appeal for subscriptions in aid of its new building campaign fund and has issued a special poster appealing to the public.

The Institute has been given authority to forward one of these posters to each postmaster whose office is in a public building and is not part of the Postmaster's residence. These posters which are 22 inches long by 14 inches wide should be exhibited in the public portion of each office which receives one, provided this can be done without inconvenience and that there is room for it. The period of exhibition of the poster should be one month from the date of receipt. After that it should be taken down and destroyed.

## Verification of Dates of Birth

Instructions have been issued by the Department of Finance to the effect that the date of birth of every Civil Servant is to be verified as soon as possible. It is in the interests of all concerned, particularly in connexion with applications for superannuation allowance, etc., that this verification should be made.

All officers of the Department should, therefore, forward their birth certificates to the Staff Clerk, General Post Office, St. John's, as soon as possible. These certificates will be returned as soon as they have been checked with Headquarter records. Officers who have not got their birth certificates should endeavour to obtain them but if for any reason they are unable to do so they

"I ..... of ..... , do solemnly  
(full name) (place)  
take oath and say that to the best of my knowledge and belief I was born at \_  
..... , on the ..... day of .....  
(place) (month)  
.....  
)

Signature of J. P. or Magistrate

In the case of officers born before 1891 it is usually impossible to obtain a verification from the Registrar and in such cases, if a baptismal certificate cannot be obtained, the officer concerned should make a sworn declaration in the form indicated above.

## MAILS

### Parcel Bills for Despatches from St. John's G. P. O.

As from the 1st July next these documents will be forwarded with the parcels and a Local Parcel Bill (New Form 1314) will be introduced to which the C. O. D. Cards (Part B) and the Lists of Duty and Insured Parcels will be attached, enclosed in an envelope and forwarded in the bag with the relative parcels.

The Local Parcel Bill which is coloured green will show the number of Duty, C. O. D. and Insured parcels respectively included in the despatch and it will be the duty of the receiving officer to check the number of these parcels with the figures shown on the Parcel Bill and the other documents and forward a report immediately by telegraph to the Head Postmaster of St. John's if there is any difference between the number or particulars of parcels advised and those actually received. Parcels from abroad to be delivered free of duty will be included in the number of duty parcels on the Parcel Bill.

All officers should take particular care in the receipt of parcel mails from the Parcel Office, St. John's, and should remember that their first responsibility after making sure that they have received the correct number of bags advised on the way bill, will be to search for the envelope containing the local parcel bill and other documents and check the parcels actually received with those advised.

## Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 9th June. Delivery should be effected in Montreal and New York on or about Monday, the 13th June. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 14th June and arrive at Liverpool on the 20th June, but any letters endorsed "Via



New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 15th June and arrive at Southampton on the 20th June.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 12th June. Delivery should be effected in Montreal and New York (Central Districts) on or about the following Wednesday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "EUROPA" due to sail from New York on the 21st June and arrive at Southampton on the 27th June.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 14th June. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded by the S.S. "NEWFOUNDLAND" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "EUROPA."

## TELEGRAPHS

### Labrador Offices Opened

Fishing Ships Harbour Wireless Station was opened for the Summer service on the 3rd June.

Hawkes Harbour Wireless Station was opened on the 4th June.

The Staff should note that the rate for telegrams addressed to Labrador Wireless Offices is 55c. for the first ten text words and 4c. for each additional word.

## ACCOUNTING

### Offices Issuing Mutilated Money Orders

The following is a list of offices at which the officials are responsible for issuing mutilated Money Orders during the month of May 1938:—

Harbour Breton	North Harbour
Lawn	Placentia
Norris Point	Woods Island

The Postmasters of the above offices are warned against this irregularity and instructed to read the regulations laid down on page 175 of the Post Office Circular.

## Remittances of Cash

The following errors were made by the Staff at the undermentioned offices in the remittances received during the past week:

### Remittance forms not showing to what account cash was to be credited

Boys Cove	British Harbour
Brighton	Georgetown
Brigus	Lethbridge

### Using one remittance form for more than one remittance

Clattice	Donovans
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### Issue of Money Orders—Care Necessary

Money Orders must be issued carefully and neatly. If an error is made when issuing a Money Order that Money Order must be cancelled (Marked "Spoiled") and a new one issued. Spoiled Money Orders must be sent to the Accountant attached to the Issue Sheet.

The Receipt portion of a Money Order must always be given to the Remitter. This applies to Money Orders sent by Telegraph or issued in respect of a C. O. D. parcel as well as to ordinary Money Orders.

Money Orders which are to be sent by Telegraph must be made out before the Telegram of Advice is prepared. Money Orders issued in respect of a C. O. D. parcel must be made out immediately upon delivery of the parcel.

Postmasters are reminded that a mistake made in issuing a Money Order may lead to serious consequences for them. They must, therefore, never allow themselves to be rushed in the transaction of Money Order Business. Money Orders should, at all times, be issued as quickly as possible but never hurriedly or carelessly. Every item must be written on Stub, Money Order, Coupon-Advice and Receipt and checked carefully before the order is passed to the Remitter.

The Money Order Issue Sheet should be kept at the counter and the necessary particulars should be entered thereon as soon as each Money Order is issued. Postmasters should not rely upon the particulars on the Stub for entering on the Issue Sheet.

### Alterations or Erasures in Money Orders Presented for Payment

When a Money Order is presented for payment the Postmaster must examine it carefully. If there are any alterations, erasures or difference between words and figures payment must be refused.

Two D. H. telegrams must be sent, one to the Chief Accountant, reporting the irregularity and asking the correct amount of the Money Order according to the Issue Sheet and one to the Postmaster at the Issuing Office asking the amount of the Money Order according to his records. On receipt of a reply from the Chief Accountant the Money Order may be paid at the figure quoted by him. The Postmaster should write across the face of the order "Paid at \$—— as per attached Telegram" and pin to the Money Order a copy of the Chief Accountant's telegram. When the reply is received from the Postmaster at the Issuing Office it must be compared with the figure quoted by the Chief Accountant. Any difference must be reported at once to the Chief Accountant.

Postmasters are reminded that they may be held responsible for any loss incurred by the Department through the payment of a Money Order on which any erasure, alteration or difference appears.

Postmasters should keep at the counter the Money Order Paid Sheets. As soon as a Money Order has been paid the particulars should be entered on the Paid Sheet.



## POST OFFICE



## CIRCULAR.

THURSDAY, 16th JUNE, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## TRANSFER

- ✓ Indian Bay ..... Mr. J. T. Miles, formerly Postmaster and Operator at St. Brendan's, to be Postmaster and Operator as from 1st June, 1938.

## RESIGNATIONS

- ✓ Hare Bay, B.B. ..... Mr. Bram G. Keeping, Postmaster and Telephone Attendant, effective 30th June, 1938. Vacancy not advertised.
- ✓ Horwood ..... Miss Janie Budden, Postmistress and Telephone Attendant, effective 31st July, 1938. Salary \$120. per annum. Applications close 19th July, 1938. Advertised locally.

## STORES

## Stores Receipt Cards, Form 1300

The instructions which were given on page 321 of the Post Office Circular directed Postmasters to return receipt cards promptly to the Stores Section. A number of officials have since requested a supply of these cards and it would appear that there is a misunderstanding in connexion with this matter. Stores receipt cards are not to be carried in stock at offices. The procedure is as follows:—When the Stores Section supplies articles such as scales, stoves, clocks, etc., a card is filled out and mailed to the Postmaster. This card serves the double purpose of a notice to the Postmaster that the goods mentioned on it have been shipped, and after being signed and returned to the Stores Section it constitutes a receipt for the Stores. When such a card is received the goods should be checked against it and if in order the card should be signed and returned immediately. There are still quite a number of cards outstanding and Postmasters are requested to return same by first mail.

## Return of Surplus Apparatus

Officials are again reminded of the urgent necessity of returning to the Stores Section all instruments on hand not in use, such as telegraph, wireless and telephone apparatus. Particular attention is drawn to the fact that disused telephones are not being promptly returned. As the Department is urgently in need of instruments Postmasters are requested to see that all such material is immediately sent to the Stores Section properly packed, with the name of the shipping office marked on the outside. Telephones should always be sent by freight not by express. Instructions to return such material do not apply to spare wireless receivers or transmitters on hand which have been duly authorised by the Chief Inspector of Wireless Services.

## MAILS

## Parcels Containing Liquids and Powders Improperly Packed

Parcels containing Liquids and Powders are being accepted at certain offices with the contents not packed sufficiently secure to withstand the ordinary risks of transit. Two cases have occurred recently of parcels containing liquids being damaged and the contents spilled causing considerable damage to other mail matter.

The instructions with regard to the packing of parcels containing liquids, fruit, fish, meat, eggs, butter, cream and greasy and strong smelling articles were given on pages 145 and 146 of the Post Office Circular. Parcels containing powders and all pulverised dry substances should be

packed with the same degree of care and precaution as is necessary for liquids.

Postmasters should acquaint the public with the proper methods of packing parcels so as to guard against possible damage to the mails, and they should not accept parcels which are not packed in accordance with the instructions given and which are liable to be broken in transit and cause damage to other mail matter.

### Sealing Mail Bags

Some of the offices and the T. P. O., which use lead seals for sealing mail bags, do not always take care to see that the seal is pressed firmly.

It has been noted in several instances that the seal can be withdrawn and replaced without difficulty.

The string should be securely tied and the seal firmly pressed so that it cannot be withdrawn from the string.

### Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 16th June. Delivery should be effected in Montreal and New York on or about Monday, the 20th June. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN" due to sail from Quebec on the 25th June and arrive at Southampton on the 30th June, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 22nd June and arrive at Southampton on the 27th June.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 19th June. Delivery should be effected in Montreal and New York (Central Districts) on or about the following Wednesday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "GEORGIC" due to sail from New York on the 25th June and arrive at Southampton on the 3rd July.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 21st June. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "GEORGIC."

### TELEGRAPHS

#### Errors, Delays and Failures

For the month of May there were 15 errors, 2 delays and 5 failures.

##### Errors:

Between St. John's and Topsail .....	1
" Grand Bank and Placentia .....	4
" Stephenville Crossing and Deer Lake .....	1
" Lewisporte and Campbellton .....	1
" Channel and Deer Lake .....	1
" St. John's and Arnolds Cove Station .....	1
" Bay Roberts and St. John's .....	1
" Whitbourne and St. John's .....	1
" Howley and St. John's .....	1
" Burin and Placentia .....	1
" Bar Haven and St. Kyrans .....	1
" St. Brendan's and Greenspond .....	1

##### Delays:

At Buchans .....	2
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**Failures**

At Whitbourne .....	1
" St. John's .....	3
" St. John's Delivery .....	1

The second item on the list of failures took place on the Teleprinter between the Anglo Office and the General Post Office through the operator at the latter office failing to make the necessary record on the number sheet.

**Fines**

Fines of 50c. each were imposed on the following officers for failure of service and figure errors:—

Mr. G. Hobbs, Whitbourne; Miss M. Squires, St. Kyran's; Mrs. Martin Shea, Bar Haven.

A fine of \$1.50 was imposed on Mr. G. R. Rabbitts for the failure of three telegrams. The following errors indicate carelessness and inefficiency on the part of one of the operators concerned:—

The office of destination "Montreal" rendered "Boston," and the routing indicator dropped in a telegram between Grand Bank and Placentia.

The destination "Corner Brook" rendered "St. John's" between Lewisporte and Campbellton.

"St. Anthony" rendered "St. John's" between Bay Roberts and St. John's.

A Priority telegram rendered "ordinary" between Howley and St. John's.

A telegram for "Bell Isle" wrongly routed to Bell Island, C.B., despite the fact that "Bell Isle" was shown on the copy at all stages of transmission.

Operators are reminded that after 1st June rendering the prefix "Priority," as "Ordinary" is a fineable offence.

**Labrador Summer Stations Opened**

The Summer stations at Domino and Flat Islands were opened for service on the 8th June. The station at Grady was opened for service on the 9th June.

**Traffic**

The total number of paid telegrams for May was 49,340 of which 1,893 were sent by the Priority Service. The total for May 1937 was 45,876.

The number of service messages for May was 6,179 as compared with 6,397 for May, 1937.

The number of D.H. messages for May was 1,575 as compared with 1,426 for May 1937. Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The Public Message service consisted of 10,045 words, which is the equivalent of 6,700 telegrams at the St. John's Head Office.

**St. Julien's Seasonal Office**

The Seasonal Wireless Station at St. Julien's was opened on the 13th June. The call sign is "H.Q."

**Daily Bait Reports by Telegraph**

Commencing Monday, the 13th June, bait reports, on behalf of the Department of Natural Resources, will be sent by telegraph each morning except Sundays from the following offices:—

Bonavista  
Burgeo  
Burin  
Cape Broyle  
Carbonear  
Dildo  
Englee

Flat Islands, P.B.  
Holyrood  
Joe Batts Arm  
Port-aux-Basques  
Rencontre West  
St. Mary's  
Twillingate

This report, which should give the condition of the bait supply, should be wired as early as possible each morning and not later than 10.30 a.m. in order to be included in the Daily Broadcast at 11 o'clock.

The report should be addressed to "Bait, St. John's" and checked "Collect" at the special rate of 15c. for ten words and 1c. for each additional word. A sample message would read as follows:—

"No. 4. Burin 5. Collect. Bait, St. John's"

"Squid struck in to-day," or "Squid plentiful," or "Squid scarce."

The message should be made as short as possible in order to keep the text within ten words.

If there is no bait a service message should be sent to St. John's stating "No bait report to-day."

On receipt of these messages, the originals of which will be delivered to the Department of Natural Resources, a summary will be compiled in the St. John's Telegraph Office for Broadcast over the telegraph system and through the Radio Broadcasting Stations. This service will continue daily until further notice.

## ACCOUNTING

### Remittances of Cash

The following errors were made by the Staff at the undermentioned offices in the remittances received during the past week:—

#### Remittance forms not showing to what account cash was to be credited

Bay du Nord, F.B.  
Highlands  
Morrisville  
St. Vincent's  
Chance Cove  
Long Harbour

Petty Harbour  
Twillingate  
Embree  
Millertown  
St. Bride's  
Woodfords

#### Using one remittance form for more than one remittance

Terrenceville

Upper Island Cove

#### Remittances received with no remittance forms

Aquaforte  
Little Bay East  
St. Mary's River  
Chance Cove

New Chelsea  
Grole  
Raleigh

#### Cash remitted in "Accountant" envelopes

Battle Harbour  
Lance au Loup  
Cape Charles

Port aux Choix  
Cape LaHune  
St. Julien's

The Postmasters of the above named offices should read and carry out the instructions given on pages 88, 128 and 187 of the Post Office Circular.



## POST OFFICE



## CIRCULAR.

THURSDAY, 23rd JUNE, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENTS

St. Brendan's ... Miss Marie Hynes to be Postmistress and Wireless Operator as from 1st June, 1938.

Botwood ... Mr. Roy Butt to be Messenger as from 1st July, 1938.

## MAILS

## Direct Transatlantic Steamer Schedule

The following is the schedule of the Furness Withy Steamers between Liverpool and St. John's for the period ended the 23rd September next:

Steamer	Liverpool to St. John's	St. John's to Liverpool
Nova Scotia	10th June	1st July
Newfoundland	28th June	18th July
Nova Scotia	14th July	2nd August
Newfoundland	29th July	19th August
Nova Scotia	16th August	6th September
Newfoundland	1st September	23rd September

Postmasters should take the necessary steps to keep the public informed of the latest date and time of posting at their offices for connexion with direct despatches from St. John's by the above mentioned steamers.

## Courier Contracts

Contracts for courier services from the 1st July 1938 to the 30th June, 1939, have been forwarded to all Contractors.

Postmasters should advise all couriers that their contracts must be properly signed and returned to the Director of Postal Services by the 1st July.

Bills for courier services will not be paid unless the properly signed contract has been received by the Director of Postal Services.

## Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 23rd June. Delivery should be effected in Montreal and New York on or about Monday, the 27th June. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 1st July and arrive at Liverpool on the 7th July, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 29th June and arrive at Southampton on the 4th July.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 26th June. Delivery should be effected in Montreal and New York (Central Districts) on or about the following Wednesday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "COLUMBUS" due to sail from New York on the 30th June and arrive at Plymouth on the 7th July.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 28th June. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "BREMEN" due to sail from New York on the 3rd July and arrive at Southampton on the 8th July.

### Care in Assorting

A number of cases of misassorting have come under notice recently, particularly in connexion with parcels, and it is evident that the necessary degree of care in assorting work is not always being given.

A considerable amount of inconvenience is caused to the public by the misassorting of parcels and other articles of mail. In many cases the mail connexions are such that the error can only be rectified after many days of delay. Secretary's Circulars No. 90 of the 15th July, 1936, and No. 94, of the 17th September, 1936, instructed Postmasters that they were to make a report in all cases of misassorting but in view of the fact that reports of this nature are very rarely received from offices there is reason to believe that these instructions are often disregarded. Postmasters should read again the instructions contained in these Circulars and carry them out for the future.

Besides reporting cases of misassorting, Postmasters are expected to forward to the correct office of delivery without delay any letters, parcel or other article of mail misassorted to their offices. Any officer failing to do this and wrongly keeping such parcel or letter at his office will render himself liable to serious disciplinary action.

It is hoped that every member of the Staff will take note of these instructions in order to avoid cases of misassorting which reflect adversely upon the efficiency of the Department.

## TELEGRAPHS

### Humidity Forecast

The humidity forecast, which is being issued this year from the Meteorological Service at Botwood instead of from Toronto as formerly, commenced on Saturday, the 18th June.

It will be sent to all offices from St. John's at 4.30 p.m. and special copies delivered to the following:—

The Department of Natural Resources (Forestry Division).

The Fire Patrol, Whitbourne.

The Secretary, Fire Patrol, Grand Falls.

The Woods Department, I. P. & P. Co., Corner Brook.

The Broadcasting Stations.

The Daily Papers, St. John's.

All Postmasters and Telephone Attendants should note that copies must be exhibited in a conspicuous place in the public part of their office for the information of the public. Repeating offices should see that this fire hazard warning is given the greatest possible circulation.



## New Telephone Office—Tickle Cove, B.B.

A public Telephone Office was opened at Tickle Cove, Bonavista Bay, on the 16th June, 1938. Telegrams should be routed "Via King's Cove."

## Cable Rates to Austria

Effective the 1st July, 1938, all rates to Austria will be the same as those at present in effect to Germany, namely:—

Full Rate (ORD) .....	25c. per word.
Code (CDE) .....	15c. " "
Deferred (LC) .....	12½c. per word
Night Letter (NLT) .....	\$2.09 for 25 words or less
8 1/3 cents for each additional word.	

The necessary amendments should be made on page 36 of the Telegraph Tariff Book.

## Radio Receiving Licence Fees

The attention of Postmasters is again drawn to pages 156 and 327 of the Post Office Circular in order that as little delay as possible may result in the notification of expiry of licences and the necessity for renewal.

Postmasters are also requested to mail particulars of corrections in the list of owners of receiving sets in their localities supplied by them last year in order that the records at their offices and at Headquarters may be kept in agreement.

A list of persons to whom dealers at St. John's sold sets since July 1937 is being mailed to all Money Order offices shortly. This should be of some assistance in the correction of office lists and the collection of licences.

Licences now being issued should be dated to expire on the 31st December 1938.

## ACCOUNTING

### Discount to be Charged on Cheques, etc.

Postmasters at Outport offices when accepting cheques from the public should bear in mind the following instructions:—

- (1) All cheques drawn in favour of the Government are to be accepted at par, that is without any deduction being made from the face value of the cheque.
- (2) Government cheques drawn in favour of individuals should also be accepted at par.
- (3) Cheques drawn in favour of individuals on branches of Banks in the Outports are subject to a discount of one tenth of 1% (minimum discount 10 cents, maximum \$1.00). Only if the cheque is in excess of \$100. will the discount be in excess of 10 cents, i.e., for all cheques of \$100. or less the discount will be 10 cents.
- (4) Cheques drawn in favour of individuals on Headquarters Banks in St. John's should be accepted at par if the Postmaster is due to remit them direct to the Cashier, General Post Office, St. John's, or the Bank of Montreal, St. John's. If the cheque is due to be sent to the Bank of Montreal in Corner Brook or Grand Falls the same rate of discount should be charged by the Postmaster as in (3) above.
- (5) Cheques drawn on Banks in Canada in favor of Newfoundland Government Departments are subject to a discount of one-eighth of 1%. The minimum discount is 15 cents and in addition the person from whom it is received must pay 3 cents for a postage stamp which should be affixed to the back of the cheque. If the cheque is for \$100. or more a 5 cent postage stamp must be used. The 15 cents discount applies

to cheques up to \$120. in value. For cheques in excess of that value it is necessary to calculate the discount.

- (6) Cheques drawn on Banks in Canada in favour of individuals or firms are subject to a discount of 15 cents if the cheque is for \$25. or under and 25 cents if it is for more than \$25. A postage stamp of 3 or 5 cents should be affixed to the back of the cheque under the same condition as indicated above.
- (7) Cheques drawn on Banks in the United States of America or any other country should not be accepted without the prior authority of the Chief Accountant.

#### Money Orders and Postal Notes

- (8) Canadian Express Money Orders issued by the Canadian National Railways should be accepted at par but a 3 cents or 5 cents stamp is to be affixed on the back of the orders under the conditions indicated above. Canadian Express Money Orders must not be claimed as paid Money Orders but remitted to the Bank as cash.
- (9) Canadian Bank Money Orders should be accepted under the same conditions as apply to Canadian cheques. A 3 cents or 5 cents stamp must be affixed.
- (10) Canadian Postal Money Orders and Canadian Postal Notes should be accepted at par. No postage stamp is required to be affixed.
- (11) American Postal Money Orders should be accepted at par. No postage stamp is required to be affixed.
- (12) American Express Money Orders and American Bank Money Orders should be charged a discount of 15 cents if the order is for \$25. or less and 25 cents if the order is in excess of \$25. A 3 cents or 5 cents postage stamp should be affixed to the back of the order.

#### General

- (13) If the person tendering a cheque on which discount is to be charged prefers to pay the amount of the discount in cash, the full value of the cheque should be allowed and should be claimed on the remittance form to the Bank together with cash to cover the amount of the discount paid. The amount of the discount should be ignored in the report to Head Office.
- (14) If the person tendering a cheque on which discount is due to be charged desires the amount of the discount to be deducted from the face value of the cheque the net amount only of the cheque, after deducting the discount, should be allowed and this net amount claimed on the remittance form to the Bank, and also shown in the report to Head Office.
- (15) Postmasters failing to carry out these instructions will be charged any shortage due in respect of discount or postage stamps. If a Postmaster is in doubt on any point he should seek instructions from the Chief Accountant.
- (16) The above instructions do not conflict with the instructions given on page 160 of the Post Office Circular of the 19th August, 1937, in which the Department disclaims all responsibility for cheques not properly certified before presentation.



# POST OFFICE



# CIRCULAR.

THURSDAY, 30th JUNE, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENTS

- ✓ Hare Bay ..... Mrs. Wilfred Collins to be Postmistress and Telephone Attendant as from 1st July, 1938.
- ✓ Brewley (P.B.) ..... Mrs. J. J. Travers to be Postmistress and Telephone Attendant as from 1st July, 1938.
- St. Anthony ..... Mr. Charles Hancock to be Messenger at St. Anthony as from 1st July, 1938. This post is seasonal and will cease 31st December, 1938.

## TRANSFERS

- ✓ Musgravetown ..... Mr. R. Noble, Postmaster at Summerville, to be Postmaster and Operator as from 1st July, 1938. Pending a new appointment at Summerville the duties of Postmaster will be performed by Mrs. R. Noble.

## RESIGNATION

- ✓ Kitchuses East ..... Miss Nellie Murphy, Postmistress, as from 31st July, 1938. Salary \$36. per annum. Applications close 19th July, 1938. Advertised locally.

## VACANCY

- Summerville ..... Postmaster and Telephone Attendant. Salary \$120. per annum. Applications close 19th July, 1938. Applicants must be prepared to provide suitable accommodation free of cost to the Department. Advertised locally.

## OPENING OF NEW OFFICE

- ✓ Brewley, P.B. (Brule) ..... A Post Office will be opened at Brewley on the 1st July, 1938. This will be a postal telephone non-money order office. Telegraph business will be handled by telephone to Tack's Beach, which will also be the nearest office for Money Order and C.O.D. parcel business.

## Post Office Prosecutions

Joseph Hewitt, former Postmaster of Joe Batt's Arm, charged before Magistrate Abbott at Fogo on the 23rd June with embezzlement of Post Office funds pleaded guilty and was convicted and sentenced to serve nine months in H. M. Penitentiary.

Mrs. R. Moore, former Postmistress of Three Arms, charged before Magistrate Russell at

Three Arms on the 24th June with violation of a post letter pleaded guilty and was convicted and sentenced to a fine of twenty dollars or one months imprisonment.

Mrs. Lucy Hodder, former Postmistress of Leading Ticks, charged before Magistrate Russell at Leading Ticks on the 25th June with embezzlement of Post Office funds, pleaded guilty and was convicted and sentenced to serve three months in H. M. Penitentiary.

### Verification of Dates of Birth

With reference to the notice appearing on page 329 of the Post Office Circular of the 9th June, 1938, Outport Officials, especially married female officials, should send an accompanying note when forwarding birth certificates. This note should be very brief but should show the name of the official and the office where employed.

### Pension Cheques Undeliverable in Settlement of Address

The envelopes containing pension cheques issued by the Department of Finance are marked with a special instruction to the Postmaster at the office of delivery, as follows:—

**"Special to Postmaster. If party deceased or moved to new address return this letter to the Department of Finance immediately."**

It is essential that Postmasters should carry out this instruction without fail in every case in which the addressee of such a letter is either dead or is not at the time living in the settlement. The Department of Finance relies upon the co-operation of Postmasters in this respect in order to ensure first of all that a pension cheque made out to a deceased pensioner is promptly returned and secondly that any change in the address of the pensioner is promptly notified to the Department. If the pensioner is deceased, therefore, the Postmaster should cross out the name and address on the envelope and write on it "Deceased. Return to Department of Finance, St. John's." If the pensioner has moved to another address outside the settlement of delivery the Postmaster should cross out the address and write on the envelope "Left the settlement." He should also add the new address of the pensioner, if he knows it and should enclose the envelope in a fresh envelope addressed to the Department of Finance, St. John's.

Postmasters should note that the latter instruction differs from the normal rules relating to re-directed correspondence. Instead of forwarding the envelope to the pensioner at his new address he should return it in a fresh envelope to the Department of Finance.

### STORES

Despite the repeated instructions which have been given to the Staff in connexion with the ordering of forms, etc., and the management of official stores, cases frequently arise where Outport Officials do not act upon the instructions given. The particular points to which renewed attention seems necessary are as follows:—

**Money Order Books.** When ordering Money Order books the last number on hand must always be quoted. The order should be addressed to the Controller of Stores. (Page 320 Post Office Circular).

**Requisitions for Stores.** Many irregularities are noted in the Store Requisition Forms received at the Stores Section. Postmasters should ensure that the name of the office, the date of the requisition and the signature of the official in charge of the office, are always shewn on the Store Requisition Form. A number of requisitions are on file in the Stores Section and cannot be attended to because of the failure of the Postmasters concerned to fill in the name of the office. (Pages 38 and 47 Post Office Circular).

**Quoting Form Numbers.** It is essential that the special number which is given to all official forms should be quoted on the Store Requisition Form and that the number of forms required should be stated (Pages 38, 103 and 232 Post Office Circular).

**Surplus Apparatus.** There has been little response to the repeated instructions given in the Circular directing the attention of the Staff to return to the Stores all apparatus, which is either surplus in requirements or which for any reason is not in use. It is imperative that all telephones, wireless instruments, etc., which are not in use should be promptly returned to the Stores Section. (Pages 103, 301 and 333 Post Office Circular).



**Wireless Tubes.** Old or defective wireless tubes should be returned to the Stores Section and not discarded. The Department's tube testing service has proved that frequently tubes have been replaced with new tubes when there has been no real necessity for renewal. It is necessary, therefore, in the interest of economy, that no tubes should be discarded by Outport Officials on the assumption that they are unfit for further service (Page 205 Post Office Circular).

The Inspectors of the Department will give special attention to these matters in connexion with their visits of inspection and any official who is found to be deliberately disregarding instructions given will be liable to disciplinary action.

## MAILS

### Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 30th June. Delivery should be effected in Montreal and New York on or about Monday, the 4th July. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 1st July and arrive at Liverpool on the 7th July, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "BREMEN" due to sail from New York on the 3rd July and arrive at Southampton on the 8th July.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 3rd July. Delivery should be effected in Montreal and New York (Central Districts) on or about the following Wednesday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN" due to sail from Quebec on the 9th July and arrive at Southampton on the 14th July, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "ILE DE FRANCE" due to sail from New York on the 7th July and arrive at Plymouth on the 13th July.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 5th July. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN", but any letters endorsed "Via New York" will be forwarded to New York for connexion by fast steamer, the particulars of which have not yet been advised.

## TELEGRAPHS

### Dogfish Reports

An agreement has recently been concluded between the Government and the Nova Scotia Sea Products Co., Ltd., for the payment to the Company of a Government bounty for all dogfish which the Company purchase from fishermen from Cape Ray to Cape Race.

Mr. J. R. Dixon of Fortune is the Agent of the Company and he will receive a daily report by telegraph from the local agents at the dogfish collecting depots which have been set up at the following places:—

Placentia  
St. Mary's  
Argentia  
Harbour Buffett  
Oderin  
Burin

Epworth  
Lawn  
Lamaline  
Harbour Breton  
Hermitage

Authority has been given for these daily reports to be accepted at a special rate of 15 cents for ten text words plus one cent for each additional word. The reports should be addressed to

"Dogfish Fortune," and should be checked "collect." The service commenced on the 27th June. The Postal Telegraph official at Fortune should deliver these reports to the office of Mr. J. R. Dixon without charge and should send to the Chief Accountant, General Post Office, St. John's, at the end of each month, a bill against the Newfoundland Fisheries Board for the value of the months traffic on this account. The collecting of these charges will be arranged at Headquarters.

It should be noted by the offices at the places mentioned in the list above and the office at Fortune that the special reduced rate applies to one report each day addressed to Fortune and that any additional messages must be charged at the usual telegraph rates. Any messages which originate at Fortune in connexion with dogfish business must also be charged at the usual telegraph rates.

## Radio Licences

The final notice form No. 1254 in connexion with radio licences has been revised and supplies of this form will be sent to all offices as early as possible.

## ACCOUNTING

### Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:

Lon.N.Mex .....	Nos. 1384 to 1400 inclusive
Brooklyn, Station 78, N.Y. ....	Nos. 172448 to 172600 inclusive
Laureldale, Pa. ....	Nos. 60276 to 60400 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and Page 58 of the Circular of the 11th February, 1937.

## Radio Licence Forms

The new books of Radio Licence Forms, now in stock, contain 25 licences instead of 50 licences as formerly. Postmasters, when ordering new supplies of these forms, must give the number of forms required.

Postmasters should note that in remitting on Radio Licence Account the number of radio licences issued covered by the remittance must be shown on the general remittance form. The duplicates of the licences issued must be forwarded attached to the general report.



## POST OFFICE



## CIRCULAR.

THURSDAY, 7th JULY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENTS

Newfoundland Airport ..... Mr. Geo. M. Camp to be seasonal Assistant as from the 1 July, 1938. This post will cease on the 31 December, 1938.

✓ New Melbourne ..... Miss Rowena Goodwin to be Postmistress and Telephone Attendant as from the 24 June, 1938.

## TRANSFER

✓ Newfoundland Airport ..... Mr. E. J. Milley, Postmaster of Western Bay, to be Postmaster and Operator as from the 1 July, 1938.

## Prohibited Publications

The Magazine entitled "TRUE CONFESSIONS" should be added to the list of prohibited publications given on page 82 of the Post Office Circular of the 8th April, 1937.

The Newfoundland Assorting Office at North Sydney and the St. John's General Post Office should be careful to exclude any of these publications from circulating in the mails and should forward any copies which may come under their notice to the Director of Postal Services under special cover. Any copies which may be received by Newfoundland Offices direct from abroad either from foreign offices of exchange or in mail made up in the office of the publishers should be dealt with similarly.

## STATISTICS

Many Postmasters are not giving to the work of Statistics the attention which is necessary. Detailed instructions regarding statistical work are contained in the Post Office Circulars, pages 66, 67, 77, 78, 190 and 273, but some Postmasters evidently compile their statistics without reference to these instructions. For instance:

- (1) In the "Total" column of Form 1213 should be entered the added totals of each class of correspondence, e.g., in the case of local letters the total number posted, passing through and delivered should be entered on the appropriate line in the "Total" column. The letters delivered are those delivered in Post Office Boxes and by Letter Carriers as well as by the General Delivery. There are Postmasters who return their statistical reports with the "Total" column blank and others with the "Total" column containing the total of the delivered items only.
- (2) The Foreign Parcels delivered to be entered on Form 1213 are those which are admitted duty free. Dutiable small packets, dutiable parcels and dutiable insured parcels delivered are to be entered on form 1212 in the space provided for Duty Parcels Delivered. Frequently Postmasters return form 1213 incorrectly filled in with the total both of the foreign non-dutiable parcels and the foreign dutiable parcels.
- (3) There are also cases where statistical reports are returned lacking a considerable amount of necessary information. This applies particularly to Form 1213 on which

7th July, 1938

the columns relating to the number of items delivered are often left entirely blank. Postmasters who make their statistical returns reporting that during the period of a month not one item of mail was delivered are obviously not carrying out their duties properly.

(4) Form 1214 should always show the amount of the Gross Receipts from Telegraphs.

All Postmasters who in the past have neglected to give the necessary attention to the important question of Statistics should read the instructions carefully and use their best endeavour to hold themselves free from Headquarters criticism in the future.

## MAILS

### Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 7th July. Delivery should be effected in Montreal and New York on or about Monday, the 11th July. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF BEDFORD" due to sail from Montreal on the 15th July and arrive in England on the 22nd July, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 13th July, and arrive at Southampton on the 18th July.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 10th July. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 13th July. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF BEDFORD," but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 20th July, and arrive at Southampton on the 25th July.

Correspondence for Canada, the U. S. A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 12th July. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 18th July, and arrive at Liverpool on the 24th July, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY."

## TELEGRAPHS

### Labrador Summer Stations Opened

The seasonal station at Smokey, Labrador, was opened for service on the 20th June.

### Quirpon

The office at Quirpon was converted from Telephone to Wireless Telegraph status on the 1st July for the period of the fishing season and will be reconverted to Telephone status probably at the end of November next.

The call sign will be "QN" St. Anthony will serve as Repeating Office.

## RADIO RECEIVING LICENCES

### Reminder Cards and Final Notices

Detailed instructions were sent to all Money Order Offices last year concerning the procedure to be carried out in connection with the sending of reminder cards (Form No. 1253) and



final notices (Form No. 1254) to persons operating radio receiving sets without having obtained a licence.

Any Postmaster who is not in possession of these instructions should notify the Chief Inspector of Wireless and Telephone Services immediately so that duplicate instructions may be mailed.

#### Radio Receiving Licence Fees

Radio receiving licences should be issued to any person on request. The fact that the person is not a resident of the district served by the office does not justify a Postmaster in refusing to issue a licence, but in such case the issuing Postmaster should immediately notify the office where the licence should ordinarily have been obtained, by telegraph, that a licence has been issued, giving the name and address of the purchaser. The Postmaster at the office receiving such telegraphed advice should note the fact that a licence has been obtained on the office list of persons operating radio sets.

#### Payment of Court Charges When Summons Has Been Issued

Some Magistrates insist on the person summoned paying the Court charges in addition to the licence fee in cases where a summons has been issued and Postmasters should ascertain from the Magistrate whether any such charges must be collected before issuing a licence to a person whose name has been given to the Magistrate for legal action. Whenever such charges are collected by Postmasters at the time of issuing Licences they should be handed over to the Magistrate and a receipt obtained. This receipt should be kept on file by the Postmaster.

## ACCOUNTING

### Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for making four or more errors in the Money Order Service during the month of April, 1938:

Office	No. of Errors	No. of Orders Issued and Paid During April
Bay L'Argent .....	4	72
Bell Island Mines .....	9	1,143
Gambo .....	7	194
Gooseberry Cove .....	4	45
Laurenceton .....	5	51
Lewisporte .....	5	223
Little Paradise .....	4	62
St. John's East .....	4	966
	42	2,756

Number of Orders issued during April .....

20,737

Number of Orders paid during April .....

8,671

Total .....

29,408

Total number of errors .....

234

Percentage of errors .....

.78

i.e. nearly 8 errors per every 1,000 orders issued and paid.

Total number of figure errors .....

139

Percentage of figure errors .....

.47

i.e. nearly 5 errors per every 1,000 orders issued and paid.

## Official Telegraph Messages from Accounts Branch

Certain Postmasters do not treat with the necessary degree of urgency official telegrams of enquiry sent to them by the various sections of the Accounts Branch, and the work of that Branch is being delayed in consequence.

All Postmasters should note that they must give immediate attention to all official telegrams sent to them by the Accounts Branch asking for information about telegraph cash, Money Orders, duty parcels and any other item of business. The smooth working of the service depends in a large degree upon Postmasters giving the necessary degree of co-operation in answering these enquiries and any Postmaster who fails in this respect will find himself liable to disciplinary action.

### Recording of Foreign Paid Money Orders on "Paid" Sheet

It has been noted that some Postmasters, when listing foreign orders on the "Paid" sheet, neglect to enter the full particulars of the issuing offices.

For example:

Money Order No. 774940 Boston, Cambridge A Branch Mass., would be listed irregularly as Boston, Mass., and as there are approximately 500 or more stations listed under Boston, Mass., it is almost impossible to trace a Money Order from the records given, as any of these offices could be using the same serial number.

Care should be taken therefore to record on the "Paid" sheet the full particulars of the office of issue exactly as it is shown on the Money Order.



# POST OFFICE



# CIRCULAR.

THURSDAY, 14th, JULY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENTS

Western Bay ..... Mr. George Milley to be Postmaster and Operator as from 1st July, 1938.

## Newfoundland Airport—Change of Location of Office

On the 1st July, 1938, the Post Office work was transferred from the Railway Station to an annexe attached to the General Office Building of the Newfoundland Airport.

The office will handle all types of Postal Money Order C.O.D. parcel and Telegraph business. The call letters for Telegraph purposes are AP the office working direct with St. John's.

Newfoundland Airport should be added to the list of Money Order Offices given on pages 55 and 56 of the Post Office Circular.

## M.V. "Winifred Lee"—Government Aid Vessel For Labrador Fishery

The M.V. "Winifred Lee" is due to proceed to Northern Labrador leaving St. John's on or about the 12th July and will patrol the Section Hopedale to Cape Chidley in connexion with the fisheries up to about the 15th September.

Mail arrangements—During the period of its operations the M.V. "Winifred Lee" will connect with each trip of the S.S. "Kyle" at Hopedale. Mail matter for schooners operating along the Labrador coast will be delivered by the M.V. "Winifred Lee" in the course of its patrol. The patrol vessel will also pick up any mail posted by the crews of schooners and transfer it to the S.S. "Kyle". The normal inland rates will apply and only ordinary and registered correspondence and ordinary parcels will be handled. There will be no Money Order, C.O.D. or Insured Parcel services.

Telegraph Arrangements—The M.V. "Winifred Lee" is equipped with wireless and the Labrador rate of 55 cents for ten text words and 4 cents for each additional text word will apply to local traffic forwarded to the patrol vessel for delivery to schooners and to any traffic sent from schooners for delivery in Newfoundland. This rate will also of course apply to traffic addressed to or sent by the crew of the patrol vessel.

## MAILS

### Registered Correspondence—Introduction of Gummed Labels Showing Office Name and Registered Number

The present system of marking correspondence to show that it is registered is to write the registered number on the front of the cover and this in conjunction with the date stamp, if it is clear, serves to identify the register at all stages of its treatment.

In order to make it easier to identify the name of the office of posting and the registered number special gummed labels one and five eighths inches long and half an inch wide have been

printed shewing the name of the office of posting, the serial number of the registered article and the letter "R". The following is a specimen of these labels. *See also page 373 (25 Aug 38)*

GRAND FALLS  
R. No. 96

*Black Printing  
Sheets*

These labels have been printed for those offices at which as many as 500 registered items are posted in a year. On this basis they will be supplied to the offices included in the list below:

Badger,	Corner Brook,	LaScie,
Battle Harbour, Labrador,	Curling,	Lewisporte,
Bay Roberts,	Deer Lake	Little Bay Islands,
Bell Island Mines,	Fogo,	Millertown,
Belleoram,	Gambo,	Port au Port,
Bishop's Falls,	Gaultois,	Rencontre West,
Bonavista,	Glovertown,	St. Anthony,
Bonne Bay,	Grand Bank,	St. John's East,
Botwood,	Grand Falls,	G.P.O. St. John's,
Buchans,	Grand Falls Station,	Sandy Point,
Burin North,	Greenspond,	Springdale,
Carbonear,	Harbour Breton,	Stephenville Crossing,
Change Islands,	Harbour Grace,	Trinity,
Channel,	Hermitage,	Twillingate
Clarenville,	Jeffrey's,	Victoria Cove,
Conche,	King's Cove,	Whitbourne.

The controller of Stores will arrange for a supply of these labels sufficient to last for three months to be sent to each of these offices. Fresh supplies as they become necessary should be requisitioned from the Stores Section on the regular Stores Requisition Form (No. 1269) and should be described as "Registration Labels, Gummed" on the form.

*But see P.O. Circ 10 Aug 39 (p.586)*

#### Instructions For Use

(1) The serial numbers of the Registration Labels supplied at each office will be from No. 1 onwards and immediately a Postmaster receives a supply of the labels he should bring them into use and revert to the serial order commencing with No. 1 for all registered correspondence posted at his office. If this is likely to cause complications at any office because the Postmaster has only recently reverted to the new series commencing with No. 1 he should write to the Director of Posts explaining the circumstances and wait for instructions before bringing the registration labels into use.

(2) Whenever a letter is handed in at an office to be registered, a registration label should be torn off the sheet in its proper order and affixed to the upper left-hand corner of the address side of the letter. With the official registered envelopes recently introduced the label should be stuck in the oblong space provided in the upper left-hand corner. Care should be taken to see that the labels are torn off the sheet in their proper numerical sequence and that they are not damaged in the process. These labels should be used for all classes of correspondence which may be registered (letters, postcards, printed papers, etc.)

(3) The serial number shown on the registration label should be used in all the records dealing with the register to which it is affixed in the same way as the number which is at present written on the register by the officer accepting it is now used. The number shown on the label should therefore be entered on the receipt given to the sender, in the Register Record Book with the other necessary particulars and on the Letter Bill.

(4) Registration Labels are printed in sheets of 100 with five columns each containing twenty labels. In tearing them off the sheet an officer should commence at the left hand top corner and tear downwards column by column.



## Foreign Mails

Correspondence for Canada, the U.S.A. and American Countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday the 14th July. Delivery should be effected in Montreal and New York on or about Monday, the 18th July. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by S.S. "NEWFOUNDLAND", due to sail from St. John's on the 18th July and arrive at Liverpool on the 24th July, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 20th July and arrive at Southampton on the 25th July.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 17th July. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 20th July. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND", but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "AMERICAN MERCHANT" due to sail from New York on the 22nd July and arrive at Plymouth on the 31st July.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday the 19th July. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "MONTCLARE," due to sail from Montreal on the 23rd July and arrive at Southampton on the 31st July, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "EUROPA" due to sail from New York on the 26th July and arrive at Southampton on the 1st August.

## TELEGRAPHS

### Interception of Telegrams

A telegram may, on proper authority, be intercepted while in transit over the Department of Posts and Telegraphs system and a copy delivered at an intermediate point between the place of origin and the office of destination.

The charge for this service will be a flat rate equal to the local charge on a ten word message between the point of interception and destination or the office of origin and the point of interception as the case may be.

It should be understood that "proper authority" is intended to mean the authority of the sender or the addressee.

### Confirmatory Copies of Telegram Sent Over Abnormal Route Should Be Sent in Skeleton Form

When the Railway lines or telephone circuits are availed of to forward telegrams during a temporary congestion or interruption of the Postal Telegraph circuits or after hours, a confirmatory copy should be sent in skeleton form when the normal route has been restored or reopened for business. The confirmation should bear a notation thus:

"Memo abstract Copy of No                      July 2nd sent via Railway 2.30 p.m.  
(signed by the office of origin)"

The text should not be sent on the confirmatory copy unless the office of destination or the transfer office requests it.

## ACCOUNTING

## Office Issuing Mutilated Money Orders

The following is a list of offices at which the officials are responsible for issuing mutilated Money Orders during the month of June 1938

Argentia,	Port Saunders
Belleoram	Renews
Bloomfield	Roberts Arm
British Harbour	Searston
Chance Cove East	St. Jones Within
Harbour Breton	Trinity
Lushs Bight	Wesleyville
Pilleys Island	

## Stolen United States Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported as stolen:—

Chicago, (Station 166) Ill .....	Nos. 140675 to 140800 inclusive
Cleveland (Station 61) Ohio .....	Nos. 141244 to 141400 inclusive
St. Mary of the Woods, Ind. ....	Nos. 29276 to 29400 inclusive
Leguire, Okla .....	Nos. 18565 to 20000 inclusive
McComas, W. Va. ....	Nos. 187752 to 190000 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January 1937 and page 58 of the Circular of the 11th February 1937.



# POST OFFICE



# CIRCULAR.

THURSDAY, 21st. JULY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## OBITUARY

The Department regrets to announce the death on the 13th. July, 1938, of Mrs. Boyd King. Postmistress at St. Jones Within. Mrs. King entered the service of this Department in December 1914.

## PROMOTION

St. John's, G.P.O. .... Mr. William Walters, Letter Carrier, in the St. John's, G.P.O., to be Assorting Clerk as from 1st. July, 1938.

## APPOINTMENTS

St. John's, G.P.O. .... Mr. G. Perchard to be Letter Carrier as from 1st. July, 1938.  
 St. John's, G.P.O. .... Mr. F. Evans to be Letter Carrier as from 1st. July, 1938.  
 St. John's Telegraph Delivery ..... Mr. S. Angel to be Telegraph Messenger as from 1st. July, 1938.  
 St. John's Telegraph Delivery ..... Mr. D. Pike to be Telegraph Messenger as from 1st. July, 1938.

## RETIREMENT

Corner Brook ..... Mr. E. W. Parsons, Messenger, ceased to be employed as from 29th. June, 1938. Vacancy not advertised.

## RESIGNATION

Curling ..... Mr. R. J. Barry, Messenger, effective 31st. July, 1938. Applications close 28th. July, 1938. Advertised locally.

## VACANCY

*St. Jones Within (see page 357)*

~~Boyd's Cove~~ ..... Postmaster and Telephone Attendant. Salary \$60.00 per annum. Appointee to provide suitable accommodation Applications close 16th August, 1938. Advertised locally.

## British Public Schools Exploring Society

The annual expedition of British Public School boys organized by the Public Schools Exploring Society is operating this year between the 6th. August and the 4th. September at a case camp about five miles West of Adies Pond and ten miles South of Silver Mountain.

The expedition is equipped with a W/T set and will work on call signs G8XY and G8XZ in the amateur frequency bands of 20, 40 and 80 metres.

## Pension Cheques Issued by Department of Public Health and Welfare

Instructions were given on page 342 of the Post Office Circular with reference to the proper treatment of pension cheques issued by the Department of Finance which were undeliverable in the settlement of address owing to the death or removal of the pensioner or other cause. Postmasters should note that similar treatment should be given to undeliverable Old Age Pension Cheques except that these should be returned to the Department of Public Health and Welfare.

Envelopes containing cheques issued by the Department of Finance are franked in the lower left-hand corner "W.M.M. S. of F."

Envelopes containing cheques issued by the Department of Public Health and Welfare are franked in the lower left-hand corner "H.M.M. Secty. P. H. & W."

It should be noted that any letter posted by any Government Department and bearing a special instruction for return in case of non-delivery in the settlement of address should be dealt with in accordance with the special instruction.

## MAILS

### "All-Up" Scheme for Empire Air Mail Services

Information was given on page 262 of the Post Office Circular of the 10th. February, 1936 with reference to the British Empire Countries for which first class mail (letters, postcards and letter packets prepaid at the letter rate of postage) posted in Newfoundland would, on arrival in England be forwarded to destination by Imperial Air Mail Services without the need for air surcharge or distinguishing mark or label to indicate that the correspondence in question was intended to be forwarded by air.

The Empire "All-up" scheme will be extended to Australia and New Zealand by the flight from Southampton on the 28th. July and the full list of countries to which the "All-Up" scheme will apply will then be as follows—

Anglo-Egyptian Sudan,  
Kenya (Colony and Protectorate),  
Uganda Protectorate.  
Tanganyika Territory,  
Mauritius,  
Nyasaland Protectorate,  
Northern Rhodesia,  
Southern Rhodesia,  
Union of South Africa,  
South West Africa  
Basutoland,  
Bechuanaland Protectorate,  
Swaziland,  
Zanzibar Protectorate,  
Egypt,  
Aden,  
Palestine and Transjordan,  
India (including British Indian Post Offices on the Persian Gulf, in French India, and in Tibet, but excluding Portuguese India).  
Ceylon,  
Seychelles  
Burma,

Malaya,  
Federated Malay States (Negri Sembilan, Pahang, Perak, Selanger)  
Unfederated Malay States (Johore, Kedah, Kelantan, Perlis, Trengganu, Brunei)  
Straits Settlements,  
North Borneo,  
Sarawak,  
Commonwealth of Australia and overseas and mandated territories:—  
Papua,  
Norfolk Island,  
The mandated territories of New Guinea and Nauru.  
Fiji,  
New Zealand and its dependencies and the mandated territory of Western Samoa.  
Territories under the jurisdiction of the High Commissioner for Western Pacific: British Solomon Islands Protectorate.  
Gilbert and Ellice Islands Colony,  
New Hebrides,  
Tonga.

All first class mail addressed to the above-named countries should, from the date of issue of this Circular, be made up by the St. John's General Post Office and the main Line T.P.O. going West in a special bundle labelled "London F. S. Correspondence for Empire all-up ser-



vices" which should be included in the bag for England. Specially printed labels are obtainable from the Stores Section. Any member of the public desiring to send a letter by air mail to any of the above mentioned countries should be informed that it will after reaching England go by air as the normal means of transport without the need for any additional fee.

The above named countries are served by the England-Africa and England-India-Malaya-Australia Imperial Air Services. Correspondence addressed to other countries served by these Air Services, if intended for onward transmission by air after reaching England, must be prepaid in addition to the ordinary postage at the special air surcharge rates which for information are given below:—

Country	Letters per $\frac{1}{2}$ ounce, cents.	Postcards cents.
Syria ... ..	6	4
Iran (except North) ... ..	6	4
Iraq ... ..	6	4
Bahrein ... ..	12	6
Siam ... ..	22	10
Dutch East Indies ... ..	23	12
Hong Kong ... ..	12	6
Macao ... ..	24	12
China ... ..	36	12
Belgian Congo ... ..	16	8
Portuguese E. Africa ... ..	20	10
Portuguese W. Africa ... ..	16	8
Madagascar ... ..	48	18
French Equatorial-Africa ... ..	12	6
Nigeria ... ..	12	6
Gold Coast Colony ... ..	12	6

It is probable that first class mail for Hong Kong will, in due course, be included in the "All-Up" Scheme.

The special air mail rates for air correspondence addressed to countries served by the United States Foreign Air Mail Services are given on pages 226 of the Post Office Circular of the 9th. December, 1937.

The air mail rates given on pages 74, 75 and 76 of the Circular of the 25th March should be regarded as cancelled.

## Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 21st July. Delivery should be effected in Montreal and New York on or about Monday the 25th. July. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "ATHENIA," due to sail from Montreal on the 25th. July and arrive in England on the 30th July, but any letters endorsed "Via New York" will be forwarded for connexion by the S. S. "EUROPA", due to sail from New York on the 27th. July and arrive at Southampton on the 1st. August.

Correspondence for Great Britain, Canada, the U. S. A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m., for despatch, same day, on Sunday, the 24th July. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 27th July. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF BRITAIN", due to sail from Quebec on the 30th July and arrive at Southampton on the 3rd August, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "ILE DE FRANCE" due to sail from New York on the 28th July and arrive at Plymouth on the 3rd August.

Correspondence for Great Britain, Canada, the U.S.A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 26th July. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "EMPRESS OF BRITAIN", but any letters endorsed "Via New York" will be forwarded for connexion with fast steamer, the particulars of which have not yet been advised.

## TELEGRAPHS

### Errors, Delays and Failures

For the month of June there were 22 Errors, 2 Delays and 3 Failures. The officials involved were as follows:

#### ERRORS

Between Topsail and St. John's .....	2
" St. John's and Harbour Grace .....	1
" St. John's and Campbellton .....	1
" St. Georges and Deer Lake .....	1
" Campbellton and St. John's .....	1
" Campbellton and Pilley's Island .....	1
" Bonne Bay and Port Saunders .....	3
" Placentia and St. John's .....	5
" Springdale and Campbellton .....	1
" Signal Hill and St. John's .....	2
" Whitbourne and Winterton .....	1
" Baine Harbour and Placentia .....	1
" Fair Island and Topsail .....	1
" Cape Race and St. John's .....	1

#### DELAYS

Between Signal Hill and St. John's .....	1
" Placentia and Burin .....	1

#### FAILURES

Between Corner Brook and St. John's (Priority) .....	1
(by relief Operator)	
At Bell Island .....	1
At Whitbourne .....	1

Fines of 50 cents each were imposed on the following officers for failures of service and figure errors:

Relief Operator Miss E. Byrne, Baine Harbour.  
 Mr. M. Carroll, Placentia.  
 Mr. M. Smith and J. H. Tarrant, Bell Island.  
 Mr. G. Hobbs, Whitbourne.

## Traffic

The total number of paid telegrams for June was 44,574, of which 2,418 were sent by the Priority Service. The total for June, 1937, was 46,166.

The number of service messages for June was 6,471 as compared with 7,476 for June 1937.

The number of D.H. messages for June was 1,321 as compared with 1,900 for June 1937. Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The Public Message Service consisted of 11,665 words, which is the equivalent of 7,780 telegrams at the St. John's Head Office.



# POST OFFICE



# CIRCULAR.

THURSDAY, 28th JULY, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENT

X Baie Verte ..... Mr. Ephraim Whalen to be Postmaster and Telephone Attendant  
as from the 1st August, 1938.

## APPOINTMENTS

✓ Kitchuses ..... Miss Kathleen Mahoney to be Postmistress and Telephone  
Attendant as from 1st August.

## RESIGNATIONS

X Baie Verte ..... Miss Marie Batstone, effective 31st July, 1938. Vacancy not  
advertised.

## CORRECTION

The vacancy advertised on page 353 of the Post Office Circular of 21st July for Boyds Cove  
should read St. Jones Within. There is no vacancy at Boyds Cove.

## Salary Cheques

Several requests have been received recently from Outport officials proceeding on leave  
asking that their salary cheque be sent to them before the date on which it is due. The Depart-  
ment of Finance has issued instructions that no advance of salary can be made. Such requests  
received in future will be ignored and if continued the cost of any telegrams sent on this account  
by the D.H. Service will be charged against the office concerned.

## Interior Repairs to Offices

Postmasters should note that when an office is in a room in or attached to the officials re-  
sidence the Department does not make interior or exterior repairs or pay for renovations.

In public or rented offices where interior repairs were made during the years 1936-37 or  
1937-38 further interior repairs will not be made during the year 1938-39, save in exceptional  
circumstances and provided a special recommendation is made by one of the Department's  
Inspectors.

## Courier Bills

Some Postmasters are still forwarding courier bills on scraps of paper.

Any Postmaster who has not the regular form of bill for courier service should make  
application to the Stores Section for a supply.

## Courier Contracts

Several couriers have not yet returned their contracts properly signed for the year 1st July 1938, to 30th June, 1939.

Postmasters whose offices are the starting points for couriers should enquire from the couriers if their contracts have been properly signed and returned, and if not advise them to have it done at once. Courier bills will not be paid until the contracts are received by the Director of Posts.

## MAILS

### Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 28th July. Delivery should be effected in Montreal and New York on or about Monday, the 1st August. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 2nd August and arrive at Liverpool on the 8th August, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 3rd August and arrive at Southampton on the 8th August.

Correspondence for Canada, the U. S. A. and American countries generally will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 31st July. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 3rd August. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA," but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "BREMEN," due to sail from New York on the 6th August and arrive at Southampton on the 11th August.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 2nd August. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded by the S.S. "NOVA SCOTIA" but any letters endorsed "Via New York" will be forwarded for possible connexion by the S.S. "BREMEN," and failing that by fast steamer the particulars of which have not yet been advised.

### Used Lead Seals

Used lead seals are valuable scrap and must not be thrown away or otherwise disposed of locally.

All offices which receive mail bags sealed with lead seals from other offices should be careful to preserve all seals and to forward them at the end of each quarter to the Controller of Stores. Waste string should be cut from the seals before they are returned.

The General Post Office, St. John's, and the Newfoundland Assorting Office at North Sydney, which receive mails from offices of exchange in other countries, should be careful to act upon these instructions and should forward consignments of scrap lead seals to the Stores Section at the end of each month.

### Mail Transfer Receipts

On the arrival and despatch of mails, receipts, for the number of bags received or despatched, must be given to and obtained from the Courier or, in the case of mails delivered by members of a ship's crew, the senior seaman of the group bringing the mail. Forms, "Postmaster's Mail Transfer Receipt" and "Couriers Mail Transfer Receipt," are supplied to every Post Office. When existing stocks are nearly exhausted a fresh supply must be ordered from the Controller of Stores, General Post Office, St. John's.



The "Postmaster's Mail Transfer Receipt" should be made out in duplicate; the original is to be given to the Courier and the copy kept on file by the Postmaster. The "Couriers Mail Transfer Receipt" must also be made out in duplicate, in this case the Postmaster must keep the original signed by the Courier and give the copy to the Courier.

In cases where the Courier, steamer or train arrive during the night when the official is not at the office a "Couriers Mail Transfer Receipt" must be left in the mail box or lobby with the outgoing mail. This receipt must be signed by the Courier if it is in order and left for the Postmaster. The Courier must also leave in the box a "Couriers Mail Transfer Receipt" for the Postmaster's signature. This receipt should be given the Courier on the arrival of the next mail.

The Postmaster must give a receipt for every mail received and obtain one for every mail despatched. Any failure or refusal on the part of a Courier or Steamer's crew to give receipts must be reported to the Director of Postal Services.

These instructions should be brought to the attention of all Couriers.

## TELEGRAPHS

### Telegraph Form Symbols to Be Sent in Advance of Message

Postmasters and Telegraphists are reminded that each class of traffic must be copied on its proper form. In order to ensure that this is done without wastage of stationery and time, care must be taken by the sending operators to signal the correct symbol for the class of telegram about to be transmitted. These symbols are:—

"CTY" ..... for City.  
 "OL" ..... for Transfer.  
 "SVC" ..... for Service.  
 "PINK" ..... for Priority.

### NLT Service to Bulgaria

Effective immediately NLT service will be available to Bulgaria. The NLT rate is \$2.75 for a minimum of 25 words and 11 cents for each additional word.

Postmasters should make the necessary addition on page 36 of the Tariff Book.

### Opening of Seasonal Office at Whites Road, St. George's

A seasonal Postal Telegraph Office was opened in the Railway Station at Whites Road, St. George's, on July 22nd, for the period of the harvesting and shipping season.

The call sign is "W".

### Notice of Non-delivery and Expressage of Telegrams

In the absence of a notice from the office of destination to the contrary it is taken for granted that a telegram has been correctly transmitted and duly delivered.

When a telegram cannot be delivered by the usual messenger service or where it is addressed to a point without telegraph communication, the terminal telegraph office should send a notice to the office of origin stating that it is undelivered and adding such information as would enable the sender to decide if he will have it delivered by special messenger. A non-delivery notice should be in the following form:—

"..... yours (date) John Smith, Cabot Cove, undelivered party lives five miles from office. Expressage one dollar otherwise go by mail Saturday.

From ....."

(Expressage is the telegraph term used for special delivery).

If the telegram is to be sent out by special delivery the originating office replies as follows:

"Ours Smith, Cabot Cove, express immediately credit you \$1.00."

On receipt of this order the delivery office will despatch it promptly by messenger, pay him from the office cash and take credit for the amount in the office checks for that date.

### Radio Receiving Licences

The attention of all Postmasters is again called to pages 83, 96, 99 and 111 of Post Office Circulars in order that complete lists of persons operating radio receiving sets may be available both at Post Offices and at Headquarters at all times.

With reference to the date of expiry shown on page 96 of the Circular as June 30th of each year Postmasters should note that in accordance with the Public Notice published on page 156 this date has been changed to December 31st of each year.

Many Postmasters are also enquiring concerning the action they should take where it is claimed that sets are not operating owing to their being defective. This is fully dealt with on page 111 of the Circular and Postmasters should refer to this instruction where necessary.

Complaints of interference with reception should be reported to the Chief Inspector of Wireless and Telephone Services immediately as directed on page 83 of the Circular.





# POST OFFICE



# CIRCULAR.

THURSDAY, 4th AUGUST, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## OBITUARY

The Department regrets to announce the death on 25th July of Mrs. John McDonald, Postmistress at St. Theresas. Mrs. McDonald entered the service 1st September, 1935.

## APPOINTMENT

Curling ..... Mr. C. M. Knight to be Messenger as from 1st August, 1938.  
St. Mary's River, Labrador ..... Dr. Helen Hosmer to be honorary Postmistress as from 1st August, 1938.

## RESIGNATION

St. Mary's River, Labrador ..... Dr. C. Denley Clark, honorary Postmaster, as from 31st July, 1938.

## RETIREMENT

North Sydney, Assorting Office ... Mr. A. W. Shano, Officer-in-charge to retire 31st August, 1938, on reaching the age limit for Civil Servants. Mr. Shano entered the service in December, 1893, as a Letter Carrier in St. John's. He was promoted to Mail Clerk, and in 1906 was transferred to the Assorting Office at North Sydney where he has been Officer-in-charge ever since.

## VACANCIES

Englee ..... Messenger. Salary \$120.00 per annum. Applications close 30th August. Advertised locally.

North Sydney Assorting Office ..... Applications addressed to the Secretary, Department Posts and Telegraphs, will be accepted up to 23rd August, 1938, for the position of Officer-in-charge of the North Sydney Assorting Office, at a salary of \$1400.00 per annum, duties to commence 1st September, 1938.

Applicants should state their names in full, date of birth, educational qualifications, Departmental experience, whether married or single and the names of two people to whom application may be made if considered necessary with reference to character.

The successful applicant will be required to produce proof of age and a certificate of medical fitness. He must also be prepared to take up residence in North Sydney, N.S.

## Bills for Relief and Board

Postmasters when certifying bills for relief, board or travelling should give the exact dates of the period during which the expenditure was incurred.



## MAILS

### Parcel Bills

Postmasters should note that the Green Local Parcel Post Bills (Form No. 1314) included in parcel despatches from the St. John's Parcel Post Section are to be retained and kept on file at the receiving Office and not returned to St. John's.

### Suspected Irregular Use of Franked Official Envelopes for Private Purposes

There is reason to suspect that franked official envelopes which are issued in blank (that is, with no address) by Government Headquarter Departments in St. John's to persons in the Outports are not always used by those persons for the purposes for which they are supplied. There is evidence that they are sometimes used irregularly for sending private letters and certain Postmasters are doubtful as to the action they should take in any cases which may come under their notice. For the time being the following procedure should be applied:—

Neither the office of posting, nor the office of delivery, nor any distribution office through which such items may pass, should surcharge them. The office of posting should advise the Director of Posts of the following particulars:—(a) date of posting; (b) name and designation of sender; (c) name and address of addressee; (d) particulars of any frank stamped on the envelope and especially the name or initials of the Department from which the envelope was issued.

The office of delivery should send the following information to the Director of Posts (a) date of posting; (b) office of posting; (c) name and address of addressee, and whether or not he or she holds any Government position; (d) franking Department.

Postmasters will require to exercise considerable discretion in this matter as it is understood to be the practice for certain Departments to issue franked envelopes in blank to field workers who use them for the purpose of communicating with private persons in their areas on the official business of their Departments. Only in cases where it seems reasonably certain that an official envelope is being used for the purpose of sending a private communication should a report be made.

### Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 4th August. Delivery should be effected in Montreal and New York on or about the 8th August. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF BEDFORD", due to sail from Montreal on the 10th August and arrive in England on the 17th August, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 10th August and arrive at Southampton on the 15th August.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m., for despatch, same day, on Sunday, the 7th August. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 10th August. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN" due to sail from Quebec on the 13th August and arrive at Liverpool on the 18th August, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "EUROPA," due to sail from New York on the 12th August and arrive at Southampton on the 18th August.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 9th August. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN," but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 17th August and arrive at Southampton on the 22nd August.

## TELEGRAPHS

### Registration of Arrival of Coastal Schooners

It does not appear that a great deal of publicity was given at many offices to the notice which appeared on page 326 of the Post Office Circular and in order to bring this matter more prominently to the attention of the members of the public concerned, printed notices in the following form are being prepared and will be sent to all offices in coastal settlements. The notice should immediately on arrival be exhibited in a prominent position in the Public Office.

"Captains of local coasting and fishing schooners and other vessels are asked to be good enough to register their arrival at St. John's at the General Post Office without delay.

"The names of the captain and the vessel should be given and particulars as to where the vessel will be berthed. If the vessel changes her berth while in port, particulars of the change should also be given to the Post Office. The probable period of stay in the port of St. John's should also be notified.

"The practice of similarly registering their arrival should be adopted by captains at any port of call where the Department maintains an office for the acceptance and delivery of telegrams.

"In this way the Department hopes to keep in touch with local shipping and eliminate the delay in locating schooners for the purpose of delivering telegrams.

"Captains and schooner owners are requested, in their own interests, to give the Department their fullest co-operation in this matter."

## Radio Receiving Licences

Carbon copies of Radio Licences are being received from certain Postmasters, on which the names and addresses are not clearly shown, due to the use of poor carbon paper.

It is essential that the duplicate copy of Radio Licences should be as clear a copy as the original.

Instructions issued in Post Office Circular on page 115, paragraph (1) of 3rd June, 1937, must be carried out in each individual case.

## Amateur Radio Licences

The attention of Postmasters is again directed to instructions issued in Post Office Circular, page 238, dated 30th December, 1937, with reference to Amateur Radio Licences.

Under no circumstances must Postmasters issue a Radio Receiving Licence to a person applying for an Amateur Licence.

There have been several cases during the past year where Postmasters have neglected to carry out these instructions with the result that considerable and unnecessary inconvenience has been caused to the purchaser in having to return the licences for cancellation.



## ACCOUNTING

## Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for making four or more errors in the Money Order Service during the month of May, 1938:

Office	No. of Errors	No. of Orders Issued and Paid During May
Bell Island Mines .....	7	1135
Botwood .....	4	476
Broad Cove, B.D.V. ....	4	93
Catalina .....	5	120
Holyrood .....	4	40
Little Bay .....	5	80
Morrisville .....	4	28
Nippers Harbour .....	5	90
Roberts Arm .....	5	67
Victoria Village .....	6	46
	<hr/> 49	<hr/> 2185

Number of Orders Issued during May .....	19,564
Number of Orders Paid during May .....	8,399
Total .....	<hr/> 27,963

Total Number of Errors .....	234
Percentage of Errors .....	.86

i.e. nearly 9 errors in every 1,000 Orders Issued and Paid.

Total Number of Figure Errors .....	131
Percentage of Figure Errors .....	.46

i.e. nearly 5 errors in every 1,000 Orders Issued and Paid.

# POST OFFICE



# CIRCULAR.

THURSDAY, 11th AUGUST, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENT

Corner Brook ..... Mr. Osborne Hugh March to be Messenger as from 1st August, 1938.

## RESIGNATIONS

Trout River ..... Miss Dulcie Shaw, Postmistress and Telephone Attendant, effective 31st August, 1938. Salary \$108.00 per annum. Applications close 23rd August, 1938. Advertised locally.

✓ McNroe ..... Mrs. Ethena G. Brown, Postmistress and Telephone Attendant, effective 31st August, 1938. Salary \$120.00 per annum. Applications close 23rd August, 1938. Advertised locally.

## PROHIBITED PUBLICATIONS

The Magazines entitled "PERSONAL ROMANCES" and "BROADWAY BREVITIES" should be added to the list of prohibited publications given on page 82 of the Post Office Circular of the 8th April, 1937.

The Newfoundland Assorting Office at North Sydney and the St. John's General Post Office should be careful to exclude any of these publications from circulating in the mails and should forward any copies which may come under their notice to the Director of Postal Services under special cover. Any copies which may be received by Newfoundland Offices direct from abroad either from foreign offices of exchange or in mails made up in the offices of the publishers should be dealt with similarly.

## MAILS

### Compulsory Registration

The transmission through the post of money in the form of coin or notes is prohibited unless the letter in which the money is contained is registered.

Any unregistered letter which contains coin or notes, such being evident from its external appearance or feel, (without the necessity of tampering or opening, which is forbidden) must be registered by the Post Office official noticing it, and in all subsequent stages of its treatment up to the time of its delivery to the addressee it must be dealt with as a registered item. It must be surcharged with the amount of the registration unless it bears postage stamps sufficient to cover wholly or in part the amount of this fee. The surcharge or deficiency must be collected from the addressee on delivery.

Any unregistered letter which bears the word "Registered" or similar word or words to indicate that the sender desires it to be registered should be registered by the Post Office official noticing it and similarly dealt with as regards surcharge as indicated in the previous paragraph. This applies, of course, also to the official registered envelopes recently introduced. If, through inadvertence or ignorance of the sender, one of these envelopes is posted ordinarily instead of



being given to a Post Office official for registration and receipt, it should be compulsorily registered immediately.

### Wrong Delivery of Mail

It sometimes happens that a letter or other item of mail is, through inadvertence, delivered to a person other than the correct addressee or his Agent by a Letter Carrier or through the General Delivery or a Post Office Box. If the item is handed back at once unopened no harm is done but if the receiver opens it before handing it back the Postmaster or other delivering officer is in a position of some difficulty in explaining the circumstances when he comes to deliver the item to the correct addressee.

In such cases it is always best to explain the circumstances fully to the addressee and to offer an apology. He is entitled to such an explanation and any attempt on the part of the delivering officer to evade the issue or tell anything less than the full truth will only serve to create suspicion in the mind of the addressee.

The delivering officer should ask the person who wrongly opened the item to endorse the back of the envelope in some such terms as "Delivered to me by mistake and opened inadvertently" or "Delivered to me by mistake, not for me"; and sign his name. If the person concerned refuses to do this the delivering officer should endorse the back of the "envelope "Delivered by mistake to Mr. ...., opened by him and handed back," and add his own name. The delivering officer should take a note of the circumstances for future reference if necessary. Any appreciable delay between the time delivery is made to the wrong person and the time it is handed back should also be noted. If it seems advisable that Headquarters should be informed a report should be made to the Director of Postal Services.

A letter, etc., which has been wrongly delivered and opened should be resealed as neatly as possible before delivery to the correct addressee.

### Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 11th August. Delivery should be effected in Montreal and New York on or about the 15th August. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "MONTROSE", due to sail from Montreal on the 16th August and arrive in England on the 23rd August, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE", due to sail from New York on the 17th August and arrive at Southampton on the 22nd August.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 14th August. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 17th August. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND", due to sail from St. John's on the 19th August and arrive at Liverpool on the 25th August, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "ILE DE FRANCE", due to sail from New York on the 20th August and arrive at Plymouth on the 26th August.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 16th August. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded by the S.S. "NEWFOUNDLAND", but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "ILE DE FRANCE."

## TELEGRAPHS

### Priority Service—Special Pink Forms

Special pink forms are provided for priority telegrams in order that the fact that this class of traffic must be expedited at every stage of its transmission may be clearly impressed upon the minds of the telegraph staff.

These special forms must always be used for priority telegrams in order to guard against failure of the priority service and if the sender at the office of acceptance uses an ordinary form the accepting officer must attach it to a priority form before it is placed on the circuit for transmission.

### Counting Words in Telegrams

It is observed by the Inspectors that certain offices, particularly telephone offices, are not careful to count the number of words in telegrams sent and received and write the number on the form.

It is most important that this should be done for all telegraph traffic whether dealt with over landline, wireless or telephone circuits otherwise the staff concerned cannot be sure that no words have been dropped from or added to the telegram.

### Radio Receiving Sets on Fishing and Coastal Vessels

Under the provisions of the Radiotelegraph Act of 1930 all receiving sets must be licensed. Receiving sets on fishing and coastal vessels are not exempt and the same procedure should be followed for the collection of the licence fees for these sets as applies in the case of other sets.

### Radio Licences—Co-operation of Police and Ranger Forces

Arrangements have been made for the Police and Ranger Forces to assist Postmasters in carrying out the Radiotelegraph Act of 1930 on the lines indicated on page 115 of the Post Office Circular of the 3rd June, 1937.

## ACCOUNTING

### Money Orders Issued on United States

Applications by the public for the issue of Money Orders on the United States in excess of \$200. from any one person or firm in any one day should be referred by telegraph to the Chief Accountant, G. P. O., St. John's, for instructions before being complied with.

### Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:

Layder, Ark .....	Nos. 34335 to 34400 inclusive
Putnam, Ga. ....	Nos. 6184 to 6200 inclusive
Cruso, N.C. ....	Nos. 17091 to 17200 inclusive
Golden Pond, K.Y. ....	Nos. 50520 to 50600 inclusive
Detroit, Ecoise Branch, Mich .....	Nos. 128703 to 128800 inclusive
Owasco, N.Y. ....	Nos. 34578 to 34598 inclusive
Rolla, Va. ....	Nos. 10075 to 10200 inclusive

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937.



### Account Books

The Inspectors have observed that the staff at certain offices are not keeping the Account Books of the office written up-to-date, neatly and accurately in accordance with instructions.

Detailed instructions are to be found in the Accounting Circulars and from time to time in the Post Office Circular and Postmasters are advised to consult these instructions periodically when making entries in their books.

Any Postmaster who fails to carry out these instructions is unfitted to be in charge of an office and renders himself liable to severe disciplinary action.

## POST OFFICE



## CIRCULAR.

THURSDAY, 18th AUGUST, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## MAILS

## Direct Transatlantic Steamer Schedule

The following is the schedule of the Furness Withy Steamers between Liverpool and St. John's for the period ended the 27th December:

Steamer	Liverpool to St. John's	St. John's to Liverpool
NOVA SCOTIA	16th August	6th September
NEWFOUNDLAND	1st September	23rd September
NOVA SCOTIA	20th September	11th October
NEWFOUNDLAND	6th October	28th October
NOVA SCOTIA	25th October	15th November
NEWFOUNDLAND	10th November	2nd December
NOVA SCOTIA	6th December	27th December

Postmasters should take the necessary steps to keep the public informed of the latest date and time of posting at their offices for connexion with direct despatches from St. John's by the above mentioned steamers.

Date-Stamping Missent Letters

Any office which receives a misassorted letter or other item of mail should date-stamp it clearly on the reverse side before sending it on to the proper office of delivery. In this way the reason for any delay in delivery to the addressee is apparent should there be any subsequent enquiry with regard to the letter.

The Staff should be careful to follow the instructions laid down on page 238 of the Post Office Circular with regard to the reporting of misassorted correspondence.

## Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 18th August. Delivery should be effected in Montreal and New York on or about the 22nd August. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 19th August and arrive at Liverpool on the 25th August, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 24th August and arrive at Southampton on the 29th August.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 21st August. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 24th August. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN" due to sail from Quebec on the 27th August and arrive at Southampton on the 1st September, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "AMERICAN FARMER" due to sail from New York on the 26th August and arrive at Plymouth on the 4th September.



Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 23rd August. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "EUROPA" due to sail from New York on the 30th August and arrive at Southampton on the 5th September.

## TELEGRAPHS

### Errors, Delays and Failures

For the month of July there were 14 Errors. (two of which were on the telephone circuits), 3 Failures and 1 "Pink" rendered ordinary, thereby losing its right of priority.

The offices involved were as follows:—

#### ERRORS

Between St. John's and Placentia .....	1
"    Broad Cove and Western Bay .....	1 (Telephone)
"    Burin and Placentia .....	1
"    Corner Brook and St. John's .....	1
"    Signal Hill and St. John's .....	1
"    St. John's and Whitbourne .....	1
"    Port Saunders and Brig Bay .....	2
"    Trinity and Topsail .....	1
"    Gaultois and Placentia .....	1
"    Deer Lake and St. John's .....	1
At Buchans .....	1
"    St. John's (Phonogram Room) .....	1
Between Topsail and St. John's .....	1

#### FAILURES

At St. John's .....	2
"    St. Anthony .....	1
Between Gambo and St. John's .....	1 (Priority)
(Relief Operator at Gambo)	

A fine of 50 cents was imposed on the Postmaster at St. Anthony for the failure of service at that office. Individual responsibility for the failure of the two messages at St. John's could not be placed.

On Page 335 of the Post Office Circular the attention of the Staff was directed to the common error of mutilating the office of destination thereby misdirecting the telegram and resulting in heavy delay.

In July there were five errors of this kind, as follows:—

"Harbour Buffett" rendered "Harbour Breton" between St. John's and Placentia.

"Bonne Bay" rendered "Brownsdale via Hant's Harbour" between Broad Cove and Western Bay.

"Hopedale" rendered "Hope Simpson" between St. John's and Whitbourne.

"Trinity East" rendered "Trinity" between Topsail and St. John's, and "Belleoram" rendered "Lawn" in the Phonogram Room at St. Johns.

Errors of this nature are inexcusable and the officers responsible are expected in the interests of service efficiency to take more care in their work.

## Traffic

The total number of paid telegrams for July was 45,078, of which 2,075 were sent by the Priority Service. The total for July 1937 was 47,597.

The number of service messages for July was 6,819 as compared with 7,306 for July 1937.

The number of D.H. messages for July was 1,694 as compared with 1,872 for July 1937. Renewed attention is called to the necessity for using the service message and D.H. message system only in case of emergency.

The Public Message Service consisted of 13,649 words, which is the equivalent of 9,010 telegrams at the St. John's Head Office.

## Radio Receiving Licences

Postmasters at Money Order Offices are required to keep a list of persons operating radio receiving sets in the places served by their offices, including areas served by non-money order offices, and to keep Headquarters advised of any additions or changes in such lists from time to time. Reminder cards should be sent to all persons possessing radio receiving sets but who have not obtained licences, without delay. It would appear that some offices are not sending out these cards and final notices as quickly as they should and you are reminded that failure to do this may result in disciplinary action against the official concerned.

## ACCOUNTING

### Remittances to be Made Up By Postmasters Personally

Cases have come to light of Postmasters delegating to the Assistant the work of making up official remittances for Head Office or the Bank.

This is strictly forbidden. The Postmaster is personally responsible for the office funds and under no circumstances should he allow anyone but himself to make up an official remittance. This also applies to the opening of remittances of cash and stamps received from Head Office. This is the personal responsibility of the officer-in-charge and should not be delegated to anyone else.

### Post Office Boxes

In order that the Accounts Branch may have up-to-date information of the Post Office Boxes in use at all offices, the Postmasters at those offices where Boxes are installed should, as soon as possible after receipt of this Circular, furnish a return giving the following particulars:—

- (1) Name of Office.
- (2) Number of Boxes installed.
- (3) Number of Boxes rented—
  - (a) Small.
  - (b) Medium.
  - (c) Large.
- (4) Names of persons or firms renting boxes.
- (5) Whether all rentals have been paid up to date? If not particulars of any rentals in arrears.

These instructions do not apply to the St. John's General Post Office, East and West End Branch Offices.



## Money Order Sterling Rate of Exchange

As from the 18th August, 1938, the sterling rate of exchange for money orders drawn upon Great Britain and foreign countries, other than Canada and the U.S.A., will be reduced to \$4.95 for issuing and \$4.90 for paying. The following conversion tables should be used as from that date:—

Table F..... For Issuing

Table E..... For Paying

Special care must be taken to use the proper table

The Staff should also note that the conversion Table "E" is to be used for paying British Postal Orders at their offices; i.e., the paying rate to be \$4.90 to the £1. These notes are payable at any Money Order Office. British Postal Notes are issued only at the St. John's General Post Office, East End Branch Office and West End Branch Office, and these three offices are given special instructions with regard to their issue.

## Telephone Rentals

Postmasters who collect Telephone rentals are reminded that a list covering such rentals is to be submitted with the General Accounts Report and not Telegraph Account Report.

## Refund Notices Not Properly Completed

Duty cash refund notices are frequently returned to Postmasters by reason of the fact that they are not properly signed and/or completed. These notices must bear the name of the payee, the signature of a witness to the payee's signature, also the office date stamp showing when the notice was brought to account.

## POST OFFICE



## CIRCULAR.

THURSDAY, 25th AUGUST, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENTS

- St. Jones Within .....Miss Doris King to be Postmistress and Telephone Attendant as from 1st August, 1938.
- St. Teresa's .....Miss Kathleen King to be Postmistress and Telephone Attendant as from 1st September, 1938.
- Roddickton .....Miss M. Brown to be Postmistress and Operator as from the 20th August, 1938.

## New Office Roddickton, Canada Bay

A new Postal Telegraph office was opened at Roddickton, Canada Bay, on the 20th August. It will handle all classes of postal, telegraph and money order business, including C.O.D. parcels. The office will work by wireless to Englee; the call letters are AX.

Roddickton should be added to the list of Telegraph offices on page 275 and to the list of Money Order offices on page 56 of the Post Office Circular.

## Seasonal Office—Quirpon

A seasonal wireless station was opened at Quirpon on the 1st July, 1938, for the period of the fishing and shipping season. The call letters are QN and the station works to St. Anthony.

Quirpon should be added as a seasonal office to the list of Telegraph Offices given on page 271 of the Post Office Circular.

## Leave

In order to reduce the number of messages regarding officials proceeding on leave the instructions on page 157 of the Post Office Circular are cancelled and the following instructions issued in their place. Instead of Postmasters sending one telegram to the Staff Clerk and the Chief Accountant, and the person who is about to relieve him doing likewise, making four telegrams in all, it will only be necessary in future for two telegrams to be sent, each of which will be signed by the Postmaster and the Relieving official. These telegrams will be in the following form:—

## (1) To the Staff Clerk:

Office passed over to-day by ..... and taken  
(outgoing official)  
over by .....  
(incoming official)

## (2) To the Chief Accountant:

Cash ..... Stamps ..... telegraphs .....  
money orders, etc., passed over by ..... and received  
by ..... (outgoing official)  
(incoming official)



The same procedure must, of course, be followed whenever a Postmaster returns to duty and takes over the office from the relieving official.

The telegrams should be exactly in the form indicated above. The amounts of cash and stock passed over should not be notified to the Staff Clerk.

In no case should an official absent himself from duty without first notifying the Staff Clerk and obtaining permission.

## MAILS

### Registered Envelopes

As was indicated on page 349 of the Post Office Circular, gummed labels showing the office name and the registered number have been introduced at the larger offices for use in connexion with registered correspondence. It is the intention to extend the use of these labels eventually to all offices but until such time as this is possible those offices at which the labels have not yet been supplied should, whenever one of the Post Office registered envelopes recently introduced is handed in for registration, write the name of their office, as well as the registration number, in the oblong space at the top left hand corner of the envelope.

This will serve to identify more clearly the office at which the register was posted. At the present time it is necessary to depend upon the date-stamp which is not always clear.

## Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 25th August. Delivery should be effected in Montreal and New York on or about the 29th August. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF AUSTRALIA" due to sail from Quebec on the 3rd September and arrive at Southampton on the 10th September, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 31st August and arrive at Southampton on the 5th September.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 28th August. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 31st August. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF AUSTRALIA", but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 30th August. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 6th September and arrive at Liverpool on the 12th September, but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

## ACCOUNTING

### Spoiled Money Orders

Repeated instructions have been given regarding spoiled Money Orders, but despite this many Postmasters neglect to carry out these instructions particularly as regards the necessity for attaching the spoiled orders to the issue sheet. These instructions are again detailed for the benefit of those Postmasters who have so far neglected to carry them out:

- (1) Spoiled Money Orders must be definitely cancelled by having the word "Spoiled" written across the face.
- (2) The number must be shown on the issue sheet in its proper sequence followed by the notation "Spoiled."
- (3) The order must then be attached to the sheet on which the entry appears.

Where many officers go wrong at present is that they send in the spoiled orders separately to Headquarters or fail to send them in at all. Postmasters should understand that all Money Orders must be accounted for and those Postmasters, who in the past have failed to carry out these instructions, are directed to give the matter their particular attention for the future.

### C. O. D. Money Orders

The attention of Postmasters is again directed to the instructions regarding Money Orders issued to cover amounts due on C.O.D. parcels. (See Paragraph 53, page 15, of Instructions to Postmasters in charge of Money Order Offices).

These orders are being sent repeatedly by some Postmasters to the Accounts Office, St. John's, instead of to the payees, thereby causing considerable delay in payment. Money Orders for C.O.D. parcels, if sent to Headquarters, are liable to be confused with Telegraphed Money Orders and the mistake is not usually discovered until some days delay has elapsed.

The Postmasters concerned are instructed to see that Money Orders issued for C.O.D. parcels are sent to the payees in future.

### Radio Licences—Refunds

It sometimes happens through inadvertence that a member of the public purchases two radio receiving licences for one yearly period and it is necessary for the Department to refund the licence fee paid in excess. Several such cases have occurred recently on account of the alteration of the date of termination of the licence period from the 30th June to the 31st December.

Hitherto the refund has been made by the office issuing the licence but Postmasters are hereby notified that they must not make any further refunds on Radio Licence Account. If a demand for a refund is made on a Postmaster by any member of the public, the Postmaster must notify the Chief Accountant by wire immediately, giving full particulars of the licences in question. Under no circumstances should a Postmaster make a refund. In future all refunds on Radio Licence Account will be made by Headquarters.

### Registered Envelopes

The attention of Postmasters is drawn to the necessity of correctly filling in Stamp Requisition Form 1043 when ordering Registered Envelopes. Failure to specify Registered Envelope requirements in a proper manner is liable to result in serious delay in filling orders.

Two Stamp Requisitions have been received at Headquarters without the name of the office or the signature of the Postmaster. It was possible, after enquiry, to trace where the requisitions came from and they were accordingly attended to but both Postmasters were guilty of considerable carelessness and inattention in the performance of their duties.

### Errors in Accounting

Contrary to repeated instructions Postmasters at the following offices continue to make the undermentioned errors:—

- (1) Not attaching lists of Telephone subscribers as directed (Form 1016, Item 8)

Arnold's Cove  
Curling

Cartyville  
Gambo



## (2) Not dating duty refunds (Form 1067)

New Harbour

St. Lawrence.

## (3) Not signing term reports

Jackson's Cove

## (4) Not entering name of office on term reports (Form 1016)

Jersey Harbour

Bay Bulls

Lush's Bight

## (5) Not entering details of balances at foot of Form 1016 and not detailing at space "H" on back of form

Millertown Junction

These errors are brought to the notice of the Postmasters concerned for future guidance.

### Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U. S. A. is \$4.95 to the £1.

The exchange rate for paying is \$4.90 to the £1.

Table F..... for Issuing.

Table E..... for Paying.

### Stolen United States Postal Money Order Forms

The following U. S. A. Money Order forms have been reported stolen:—

Glen Wilton, Va .....	Nos. 72501 to 72600 inclusive
Saint Joe, Ark .....	Nos. 47797 to 47800 inclusive
Southside, W. Va .....	Nos. 25601 to 26000 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937.

# POST OFFICE



# CIRCULAR.

THURSDAY, 1st SEPTEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## RESIGNATION

Bell Island Mines ..... Mr. J. S. Rowsell, Assistant, effective 20th August, 1938.

## VACANCIES

Bell Island Mines ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to 27th September for the position of Assistant at Bell Island Mines. Salary \$648. per annum. Wireless qualifications are essential.

Rencontre East ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to 27th September for the position of Postmaster and Operator at Rencontre East. Salary \$360. per annum, unless the successful candidate is a female and a native of the settlement in which case the salary will be \$300. per annum. Wireless qualifications are essential.

Candidates desiring to offer themselves for the above vacancies must forward their applications through their immediate superior officers. Candidates must state their names in full, their date of birth, educational qualifications, departmental experience, whether married or single and the names of two persons outside of the service to whom application may be made with reference to character. The successful candidates will be required to furnish a certificate of medical fitness.

Postmasters should copy the above notice of vacancies neatly in ink, if a typewriter is not available, and exhibit them in a prominent position on the public side of their offices.

## PROMOTIONS

North Sydney Assorting Office ..... Mr. Gaudin DuTot, second Clerk, to be Officer-in-charge as from 1st September, 1938.

## MAILS

### Book, Etc., Postage

The postage on printed books, pamphlets, photographs, catalogues, circulars and advertising matter is one cent for each two ounces for delivery in Newfoundland or abroad.

The postage on newspapers when posted by individuals is one cent for each four ounces.

The limit of weight is five pounds, local and foreign, except in the case of a single printed volume when the limit is six and a half pounds.

Packages of printed matter in excess of these weights are subject to parcel post rates.

All packages of books and papers must be made up in such a way as to permit of their being easily examined. The enclosure of a letter or personal communication renders the package liable to the letter rate of postage.



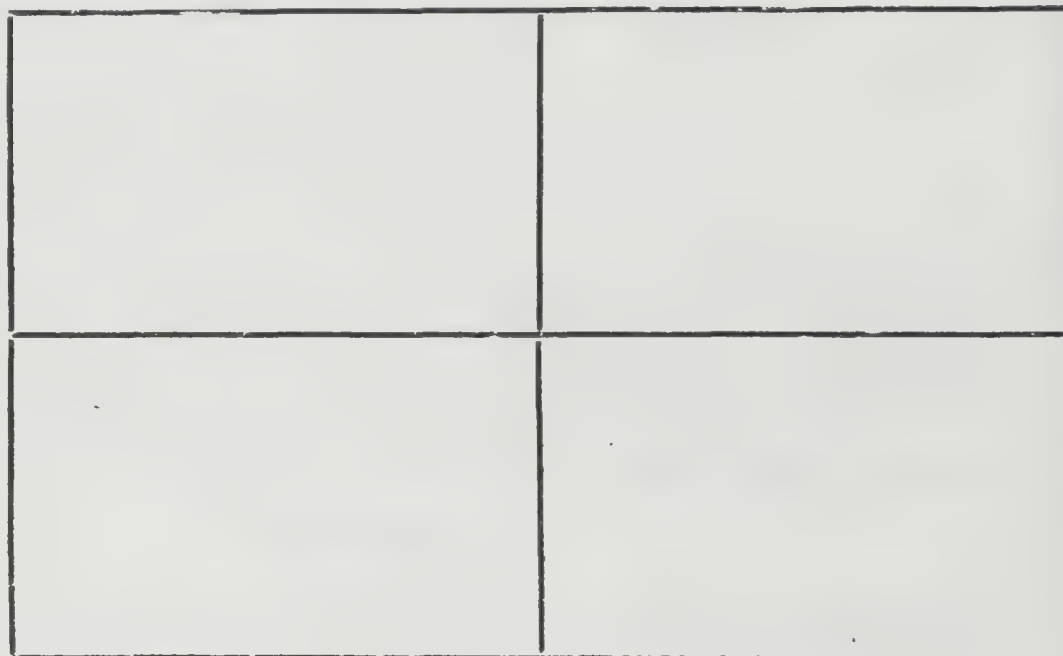
Blank books, blank paper, note paper or envelopes, with or without a printed address, and any kind of stationery, are subject to parcel post rates, unless the sender elects to enclose them in sealed envelopes in which case the letter rate of postage applies.

Bills, statements, invoices, receipts, etc., if posted for inland delivery, are subject to the letter rate of postage even though they may be enclosed in open envelopes. If posted for delivery abroad they are subject to the commercial rate of postage, which is 5 cents for ten ounces and one cent for each two ounces or fraction thereof in excess of ten ounces. Instructions with regard to the Commercial Paper Rate, with particulars of the class of correspondence which is acceptable at this rate, were given on pages 177 and 178 of the Post Office Circular.

### Blue Marking for Registered Correspondence

The Staff will have observed that the special registered envelopes, which were put on sale at all offices last February, are marked with blue lines running horizontally and vertically across the middle of the envelope both on the front and on the back. These blue lines serve to identify these envelopes immediately as registered correspondence from amongst ordinary correspondence.

It has been decided to introduce the system of marking registered letters which are enclosed in envelopes other than those sold by the Department especially for the purpose, and in future, therefore, any letter which is handed in for registration, if a special registered envelope is not used, should be marked back and front with blue crayon in the following manner:



The Stores Section will supply each office with a blue crayon for this purpose.

### Irregular Retention of Undeliverable Registered Correspondence

The rules as regards the treatment of undeliverable correspondence, whether ordinary or registered, were laid down for the guidance of the Staff on page 30 of the Post Office Circular.

An Inspector of the Department, on a visit to an office recently, found on hand a registered letter which had been lying at the office since February, 1936. The Postmistress concerned had obviously omitted to carry out the instructions laid down.

The matter is brought to the attention of the Staff who are advised to read these instructions and to verify that no correspondence is being irregularly detained at their office.

## Rubber Pads for Date Stamping

The quality of much of the date stamping at Outport offices is poor. Examination of the correspondence received at St. John's shows that in the case of a large percentage of the correspondence the date-stamp is indistinct, neither the name of the office of posting nor the date showing up clearly. This situation is to be deplored as it is essential from the point of view of the department and the addressee that these particulars should be shown distinctly on every letter.

It is acknowledged, however, that the blame does not always rest with the Outport Staff in view of the fact that in most cases they have nothing better to use as a cushion for the steel date-stamps than a pad of old newspapers, cloth or other material.

In order to improve matters, therefore, it has been decided to supply all offices with a rubber pad especially for the purposes of date-stamping. At the largest offices these pads will be 15" square; at the medium sized offices, 15" x 7½" and at the smaller offices 7½" x 7½". The Stores Section will make the necessary issue in the near future.

The supply of these rubber pads should enable the Staff to effect a great improvement in the quality of date-stamping and it is hoped that all concerned will give special attention to the matter.

## Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 1st September. Delivery should be effected in Montreal and New York on or about the 5th September. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 6th September and arrive at Liverpool on the 12th September, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 7th September and arrive at Southampton on the 12th September.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m., for despatch, same day, on Sunday, the 4th September. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 7th September. Correspondence for Great Britain and Transatlantic countries will be forwarded by the S.S. "NOVA SCOTIA" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "BREMEN" due to sail from New York on the 9th September and arrive at Southampton on the 15th September.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 6th September. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded by the S.S. "NOVA SCOTIA" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 14th September and arrive at Southampton on the 19th September.

## TELEGRAPHS

### Definition of Press-Press Queries

The question as to which class of traffic is entitled to press rates is answered by the "Bureau of Tariffs, Rates and Contracts" of the Postal Telegraph Company in the following notice recently issued:

"Press rates were not established for individuals but rather for messages paid for by newspapers and press associations (and more recently messages paid for by radio broadcasting stations, news reels and picture news concerns) covering news to be disseminated to the general public. Naturally this applies to queries as well as other press messages.



"Queries sent collect to newspapers by authorised correspondents and paid for by such newspapers are entitled to press rates. However, if queries are sent to newspapers by authorised correspondents, and the newspapers refuse to pay for the queries, then by definition such queries are not press messages and are, therefore, subject to the regular commercial rates; the very refusal of the newspaper to pay for these queries negates the sender's status as an authorised correspondent.

"Consequently refused queries are to be charged at commercial rates."  
It has been decided that this ruling shall be taken as applying to Newfoundland.

## ACCOUNTING

### Payment of Postal Orders

As many enquiries have been received from Postmasters regarding the payment of British Postal Orders and Canadian Postal Notes, the following information should be noted:—

British Postal Orders and Canadian Postal Notes may be cashed at any Money Order Office. Canadian Postal Notes should be cashed at their face value and British Postal Orders at the same rates as apply to the payment of Money Orders issued in Great Britain on Newfoundland.

These Orders and Notes must show the impression of the date-stamp of the issuing office and the initials of the issuing Postmaster, but they need not otherwise be filled in.

If the remitter after purchasing same has taken the precaution to fill in the payee's name, the order or note can be cashed only by the person whose name is shown otherwise the order may be paid to the person presenting same without question.

In all cases the orders must be endorsed by the person receiving payment.

The paying officer is responsible for making sure of the identity of the payee before making payment.

### Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U. S. A., is \$4.95 to the £1.

The exchange rate for paying is \$4.90 to the £1.

Table F..... For Issuing

Table E..... For Paying.

### Errors in Remittances

The following errors were made by the Staff at the undermentioned offices in remittances during period 1st August to 22nd August:

#### Using one remittance form for more than one remittance—

Port Saunders

Winterton

#### Remittances received with no Remittance Forms—

Pilley's Island (2)

Hillgrade

New Melbourne

#### Number of Radio Licences not Shown on Remittance Form—

Aguathuna

Musgravetwon

Bonavista

Point Leamington

Corner Brook

Full instructions with reference to Cash Remittances have been given on Pages 88, 128 and 187 of the Post Office Circular and Postmasters should refer to these instructions when preparing remittances for Head Office.

# POST OFFICE



# CIRCULAR.

THURSDAY, 8th SEPTEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENTS

North Sydney Assorting Office .... Mr. Harry Lee to be Temporary Assorting Clerk as from the 1st September, 1938.

## RESIGNATIONS

Corner Brook ..... Mr. George Layden, Messenger, effective 31st August, 1938.

## Absence From Duty Without Authority

It has been brought to notice that Postmasters at certain offices have been in the habit of leaving their offices in charge of another person without receiving authority from Head Office.

Postmasters are warned that this is strictly forbidden and any case which comes under notice of an official passing over the work of his office to any person, without first receiving the authority of the Secretary, will be regarded as a serious offence. The salary cheque of the official concerned will be withheld until the matter has been investigated and the report for the term of absence has been verified at Head Office.

## Blue Crayons and Rubber Pads

Reference was made in the Circular dated the 1st September to Blue Crayons for registers and rubber pads for date stamping. Both these items are on order but there will be some little delay before they will be available for distribution to offices. Immediately they are received they will be mailed to all offices. In the meantime officials should refrain from requisitioning on Stores for these two items.

## Locks and Keys

There are a number of standard locks in use by the Department. When requisitioning a lock the Postmaster should state the kind required and say for what purpose it is to be used.

### Knob Locks

Knob locks are common brown or white handled locks for use on ~~outside~~ <sup>inside (Page 386)</sup> doors.

### Rim Locks

Rim locks, seven inch, are heavy iron locks with brass knobs for use on outside doors.

### Yale Locks

The only kind of Yale Lock supplied to Outport Offices is known as the Yale nightlatch.

### G.P.O. Padlocks

G.P.O. Padlocks are for use on Railway Mail-boxes, Couriers and Steamer Mail-boxes, and Street Pillar Boxes. This lock should not be used on office doors, excepting in cases where a number of Couriers or Mail officials ordinarily must have access.



**Common Padlocks**

Common Padlocks should be used on outhouses, such as coal houses, etc., or other places where it is not customary to store mail or valuables.

**Post Office Box Keys**

Post Office Box Keys are replaced at a cost of fifty cents each, which must be paid by the renter of the box. When requisitioning keys it is essential that the lock and any key or keys which fit it should accompany the requisition. Post Office Box Keys cannot be supplied from the number stamped on the key.

## Safes

It sometimes happens that a Postmaster experiences difficulty in opening his office safe and the following advice is given to help in such cases, as it is always a matter of inconvenience and expense when a safe has to be returned to Headquarters.

Combination safes are usually lubricated with graphite. It should be borne in mind that the use of oil on the combination will eventually result in clogging the mechanism, after which difficulty is likely to be experienced in opening the safe. Never tamper with, or oil the combination, although other moving parts may be lubricated with ordinary oil. If the dial does not revolve easily, it is possible that the dial, or the rim surrounding it has received a knock. To remedy this turn the dial slowly and observe where it is binding. By placing a number of layers of cloth over the spot, and giving same a sharp tap with a piece of wood held endwise, it will likely remove the dent and permit the dial to work freely.

When operating the combination, always turn dial slowly, and never with a jerk.

If safe does not open leave the dial set at the proper position, place a thick block of wood above the lock and give it a number of sharp blows with a hammer. If the safe still remains locked repeat this below the lock, and at all four corners of the door. As the cam or dog-bolt which operates the lock works by gravity it is essential that the safe be perfectly level on the floor. A small wire nail, flattened out and driven in the bottom seam under the door, will tend to lift door and bolts, thus helping to release the door.

If the trouble cannot be remedied at the office it may be necessary to send the safe in to Headquarters but before doing so the Postmaster should communicate with the Stores Section and ask for instructions.

## MAIL

### Care Necessary at Mail Distribution Offices

Postmasters whose offices serve as distribution points for other offices should make quite certain that all mail for onward transmission has been assorted and included in the proper bags before the Mail Courier is permitted to start on his journey. Failure to take sufficient care in this matter is liable to lead to considerable inconvenience particularly where mail is delayed and cannot be forwarded until the next trip some days later.

A case occurred recently where the Postmaster at a distribution Office failed to open a bundle of registered letters before sending the Courier on his journey, with the result that a stamp remittance which was urgently needed at an office did not reach its destination in proper course.

This error on the part of the Postmaster concerned caused considerable inconvenience at the office at which the Stamps were due to be received besides resulting in a number of telegrams being exchanged between Headquarters and the two Post Offices involved.

## Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 8th September. Delivery should be effected in Montreal and New York on or about the 12th September. Correspondence for Great Britain and Transatlantic

countries will be forwarded for connexion by the S.S. "DUCHESS OF YORK" due to sail from Montreal on the 16th September and arrive in England on the 23rd September, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 14th September and arrive at Southampton on the 19th September.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 11th September. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 14th September. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF YORK," but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "EUROPA" due to sail from New York on the 17th September and arrive at Southampton on the 22nd September.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 13th September. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF AUSTRALIA" due to sail from Quebec on the 17th September and arrive at Southampton on the 24th September, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "EUROPA" or failing this by the S.S. "QUEEN MARY" due to sail from New York on the 21st September and arrive at Southampton on the 26th September.

## ACCOUNTING

### Private Telephone Rentals

Postmasters are reminded that a list of Telephone Rentals unpaid at 31st August, should be forwarded to Chief Accountant by first mail after the above date.

In cases where part payment of Telephone Rentals is tendered, the subscriber should be informed that the amount will be credited at the rate of \$1.00 per month, and the telephone service may be discontinued as soon as this amount is exhausted, or renewed at the rate of \$1.00 per month to the 30th June, 1939. For example: A payment of \$5.00 will cover service up to 30th November, 1938, a further amount of \$7.00 must be paid if the service is required to the 30th June, 1939.

Postmasters who have already accepted part payments of Telephone Rentals from subscribers in their locality, should inform the subscribers of this new arrangement.

A period of ten days should be allowed from the date of the first notification, before informing Head Office of non-payment.

### Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of June, 1938:

Office	No. of Errors	No. of Orders Issued and Paid During June
Bell Island Mines ... ..	11	1022
Cape LaHune .... ..	4	30
Lewisporte .... ..	6	231
Little Bay . ....	4	85
Milltown .. ....	5	74
	—	—
	30	1442
	—	—
Total number of Orders issued during June .. .. .		19900
Total number of Orders paid during June .. .. .		8582
		—
Total .. .. .		28482



Total number of Errors ... ..	222
Percentage of Errors ... ..	.78
i.e. nearly 8 errors for every 1000 orders issued and paid.	
Total number of figure errors ... ..	111
Percentage of figure errors ... ..	.39
i.e. approximately 4 errors for every 1000 Orders issued and paid.	

This record indicates a considerable improvement in Money Order work over previous months particularly in the number of figure errors.

It is hoped that the Staff will use their best endeavours to maintain this improvement.

### Money Order Sterling Rate of Exchange

The exchange rate of Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is \$4.95 to the £1.

The exchange rate for paying is \$4.90 to the £1.

Table F ... ..	For Issuing
Table E ... ..	For Paying

### Stolen United States Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:

Telluride, Colo. ... .. Nos. 330530 to 330600 inclusive

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937.

### Stolen Canadian Postal Notes

The following Postal Notes are reported stolen from the Canadian Post Office of Moorepark, Manitoba:

X 2-296784 - 85	S18-267721 - 25
D 8-083511 - 15	B10-181289 - 90
G 4-211745	F 7-114830
J 6-345830	I 7-470191 - 95
M20-024496 -500	K30-258408 - 15
S17-700624 - 25	P13-245984 - 85
A 6-148973 - 75	C 8-048432 - 35
E15-169706 - 10	F 7-187816 - 20
G 4-267826 - 30	H 6-146506 - 10
J 6-370456 - 60	L11-142316 -320
N 7-646941 - 45	R 8-943478 - 80

The above Postal Notes, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 183 of the Post Office Circular of the 30th September, 1937.

# POST OFFICE



# CIRCULAR.

THURSDAY, 15th SEPTEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## OBITUARY

The Department regrets to announce the death on the 7th September, 1938, of Mrs. Lillian Alcock, Acting Postmistress, Leading Tickles West.

## APPOINTMENTS

Englee ..... Miss Maud Rowsell to be Messenger as from 1st September, 1938.  
 ✓ Monroe ..... Miss Daisy Stone to be Postmistress and Telephone Attendant as from 1st September, 1938.  
Trout River ..... Mrs. Taylor Parsens to be Postmistress and Telephone Attendant as from 1st September, 1938.

## RESIGNATION

✓ Carmanville ..... Mrs. Alberta Pennell, Postmistress and Operator, effective 30th September, 1938.

## VACANCY

Carmanville ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 27th September, 1938, for the position of Postmaster and Operator at Carmanville. Salary \$420. per annum. Wireless qualifications are essential.

Candidates desiring to offer themselves for the above vacancy must forward their applications through their immediate superior officers. Candidates must state their names in full, their date of birth, educational qualifications, departmental experience, whether married or single and the names of two persons outside the service to whom application may be made with reference to character. The successful candidate will be required to furnish a certificate of medical fitness.

Postmasters should copy the above notice neatly in ink, if a typewriter is not available, and exhibit it in a prominent position on the public side of their office.

## Post Office Prosecutions

Stephen Smith, former Postmaster of Hodge's Cove, charged before Magistrate J. B. Wornell at Clarendville with embezzlement of Post Office funds, was convicted and sentenced to serve one month in His Majesty's Penitentiary.

## Bills

Postmasters should make sure, when forwarding bills to the Department for payment, that the address of the person to whom payment is to be made, is clearly shewn. Order numbers and dates between which expenditure was incurred should also be shewn. This will avoid undue delay in settlement of account. It would be advisable also for Postmasters to forward bills in duplicate; both original and duplicate being certified by the Postmaster concerned.



## STORES

## Correction

On Page 381 of the Post Office Circular of the 8th September, under the heading "Knob Locks" it was stated that knob locks were for use on "outside" doors. This should read "inside" doors.

## MAILS

## Rates of Postage on Inland and Foreign Parcels

## Local Parcel Rates

1 Ounce to 4 Ounces .....	2c.
Over 4 Ounces not exceeding 8 Ounces .....	4c.
Over 8 Ounces not exceeding 1 pound .....	8c.
Over 1 Pound not exceeding 2 Pounds .....	16c.
Over 2 Pounds not exceeding 3 Pounds .....	24c.
Over 3 Pounds not exceeding 4 Pounds .....	32c.
Over 4 Pounds not exceeding 5 Pounds .....	40c.
Over 5 Pounds not exceeding 6 Pounds .....	46c.
Over 6 Pounds not exceeding 7 Pounds .....	52c.
Over 7 Pounds not exceeding 8 Pounds .....	58c.
Over 8 Pounds not exceeding 9 Pounds .....	64c.
Over 9 Pounds not exceeding 10 Pounds .....	70c.
Over 10 Pounds not exceeding 11 Pounds .....	74c.
Over 11 Pounds not exceeding 12 Pounds .....	78c.
Over 12 Pounds not exceeding 13 Pounds .....	82c.
Over 13 Pounds not exceeding 14 Pounds .....	86c.
Over 14 Pounds not exceeding 15 Pounds .....	90c.

Limited weight for Newfoundland Parcels—15 Pounds.

## Rates to United States, Canada and Great Britain

To United States and Canada ..... 14c. per pound or fraction thereof  
Limit of weight to United States 15lbs. To Canada 20 lbs.

To Great Britain, for 3 Pounds or fraction thereof ..... 48c.  
" " " from 3 Pounds, up to and including 7 Pounds ..... 84c.  
" " " from 7 Pounds up to and including 11 Pounds ..... \$1.20  
" " " from 11 Pounds up to and including 22 Pounds ..... \$2.40

Limit of weight to Great Britain 22 Pounds.

## Small Packets

For Small Packet service see pages 26 and 27 of the Post Office Circular of the 31st December 1936.

## T. P. O. Mail Clerks

Clerks when making up double-faced packages of letters to be placed in letter boxes should be careful to see that letters addressed to other parties are not included in such packages. Recently a double-faced package was found to contain ten letters addressed to other people.

## Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 15th September. Delivery should be effected in Montreal and New York on or about the 19th September. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 23rd September and arrive at Liverpool on or about the 29th September, but any letters endorsed "Via

New York" will be forwarded for despatch by the S.S. "QUEEN MARY" due to sail from New York on the 21st September and arrive at Southampton on the 26th September.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 18th September. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 21st September. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND," but any such correspondence endorsed "Via New York" will be forwarded for connexion by the S.S. "ILE DE FRANCE" due to sail from New York on the 22nd September.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 20th September. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" but any letters endorsed "Via New York" will be forwarded to New York for connexion by fast steamer, the particulars of which have not yet been advised.

## TELEGRAPHS

### Meteorological Stations Operating in Newfoundland

There are eight Primary Meteorological Stations, ten Secondary Stations and thirteen Auxiliary Stations in Newfoundland and Labrador, located as follows:—

#### Primary Stations

CARTWRIGHT	W. Moore	Marconi Operator
FOGO	J. Bannister	P. M.
ST. GEORGE'S	Miss M. Hall	P. O. Asst.
MILLERTOWN	B. C. Keats	P. M.
GRAND BANK	J. Penwell	P. M.
BOTWOD	O. I. C.	Meteo. Office
CAPE RACE	P. Bishop	Lighthouse Keeper
ST. JOHN'S	Memorial U. College	

#### Secondary Stations

GLENWOOD	Mrs. F. Wall	Meteo. Observer.
CHANNEL	Mrs. J. C. Vey	P. M.
NFLD. AIRPORT	H. Lacey	Meteo. Observer.
HOWLEY	C. C. Loughlin	Meteo. Observer.
DEER LAKE	E. Hinton	Bowater's Nfld. P.&P. Mills
CORNER BROOK	W. Giles	Bowater's Nfld. P.&P. Mills
GRAND FALLS	H. Newhook	A.N.D. Co.
BURGEO	T. L. Banfield	P. M.
COLINET	Mrs. H. Davis	P. M.
POINT RICHE	J. Breton	Lighthouse Keeper

#### Auxiliary Stations

CAPE PINE	G. Hewitt	Lighthouse Keeper
FOINT LA HAYE	J. Breen	Lighthouse Keeper
CAPE ST. FRANCIS	C. Grouchy	Lighthouse Keeper
HOLYROOD	T. Woodford	Railway Agent
HCPEHALL HEAD	E. George F. Ryan	Lighthouse Keeper Lighthouse Keeper
NEW HARBOUR		
BACCALIEU		
GULL I., CAPE		
ST. JOHN	N. Walshman	Lighthouse Keeper
LONG POINT, TWGTE.	J. Roberts	Lighthouse Keeper
CAPE SPEAR	J. Cantwell	Lighthouse Keeper
LAMALINE	E. McCarthy	Lighthouse Keeper
ST. JACQUES	J. Penney	Lighthouse Keeper
FRANCOIS	B. Durnford	Lighthouse Keeper
ODERIN	Miss E. Flynn	P. M.



**Primary Stations** take three observations daily which are telegraphed to Botwood from whence the weather forecast is issued at 10 a.m. and 3 p.m. each day. Copies of these readings are also telegraphed to the Canadian Meteorological Headquarters at Toronto.

**Secondary Stations** take three readings daily of the temperature rainfall and weather, and render a written report at the end of each month.

**Auxiliary Stations** have no instruments but take eye readings only.

## Errors, Delays and Failures

In August there were 13 errors, 2 failures and 1 failure of Priority. The offices involved were:—

### ERRORS

Between	Corner Brook and St. John's	1
"	Channel and Deer Lake (Relief Operator at Deer Lake)	1
"	Grand Bank and Placentia	1
"	Placentia and St. John's	1
"	Bell Island and Topsail	1
"	Aquaforte and Renews (Telephone)	1
"	Wesleyville and Topsail	2
"	Harbour Buffett and Placentia	1
"	Whitbourne and St. John's	1
At	St. John's (Wrong Delivery)	1
"	Clareville (Telephone error)	1
"	Deer Lake	1

### FAILURES

At	Nipper's Harbour	1
Between	Corner Brook and St. John's (Priority rendered Ordinary)	1
"	Port Saunders and Bonne Bay (Relief Operator at Port Saunders)	1

There were two fines imposed for failure of service:

Mr. J. Roberts, Nipper's Harbour, for mislaying a telegram; and Miss May Kennedy (relief operator) Bonne Bay, for failing to detect discrepancy in the numbers from Port Saunders.

## Service Messages and D.H. Telegrams

Renewed attention is called to the notice appearing on page 147 under the above heading in which it is stated that D.H. telegrams sent to the Staff Clerk and others on postal business must not be treated as service messages. In future all service messages received at Head Office will be referred to the Director of Telegraphs who will take what action he sees fit as to charging such messages up to the sender.

## ACCOUNTING

### Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is \$4.95 to the £1.

The exchange rate for paying is \$4.90 to the £1.

Table F	For Issuing
Table E	For Paying

# POST OFFICE



# CIRCULAR.

THURSDAY, 22nd SEPTEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## OBITUARY

The Department regrets to announce the death of Mr. Frederick House, Postmaster of Twillingate, on the 16th September, 1938. Mr. House entered the service of the Department on the 1st April, 1922, as Postmaster at Twillingate.

## RETIREMENTS

- ✓ Gander Bay ..... Mr. P. W. Farrell, Postmaster and Operator, to retire on 31st October, 1938, on medical grounds.

## RESIGNATIONS

- ✓ Groais Islands ..... Mr. E. Snow, Postmaster and Operator, effective <sup>31 October (page 405)</sup> ~~30th November~~, 1938.

## VACANCIES

Gander Bay ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 11th October, 1938, for the position of Postmaster and Operator at Gander Bay. Salary \$420. per annum. Wireless qualifications are essential.

Groais Islands ... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 11th October, 1938, for the position of Postmaster and Operator at Groais Islands. Salary \$420. per annum. Wireless qualifications are essential.

Candidates desiring to offer themselves for the above vacancies must forward their applications through their immediate superior officers. Candidates must state their names in full, their date of birth, educational qualifications, departmental experience, whether married or single and the names of two persons outside the service to whom application may be made with reference to character. The successful candidate will be required to furnish a certificate of medical fitness.

Postmasters should copy the above notices neatly in ink, if a typewriter is not available, and exhibit them in a prominent position on the public side of their office.

## MAILS

### Tenders for Courier Services

Notices inviting tenders for courier services from 1st December, 1938, to 30th April, 1939, have been mailed to all offices affected.

These notices should be exhibited on the public side of the offices receiving them until the closing date for tenders when they should be removed and returned to the Director of Postal Services.



Several tender forms are enclosed with each Notice. Any person who desires to tender for the service must use one of these forms.

The Postmaster should advise any person applying for a form of tender that it is not necessary to fill in the rate per round trip or per month until after the form has been signed by the two securities and the Postmaster.

Any unused forms should be returned with the Notice inviting tenders for the services.

### Return of Mail Matter to Sender

Any item of mail once posted ceases to be the property of the sender and becomes the property of the person to whom it is addressed or the legal representative of such person.

Any request by the sender for the return of an item of mail matter which has been posted should be declined and no further action taken.

If, however, the sender produces the written or telegraphic authority of the addressee to return such mail matter the authority should be carefully filed and the particulars submitted by the quickest means to the Secretary for his decision.

Any breach of these regulations will have serious consequences for the member of the staff concerned.

### C. O. D. and Insurance Rates on Local and Foreign Parcels

#### Cash on Delivery Parcels Value Upwards to \$50.

For collection of charges not exceeding \$ 5 .....	5c.
For collection over \$ 5, not exceeding \$10 .....	10c.
" " " \$10. not exceeding \$20 .....	15c.
" " " \$20. not exceeding \$30 .....	20c.
" " " \$30. not exceeding \$40 .....	25c.
" " " \$40. not exceeding \$50 .....	30c.

All C.C.D. Parcels must be insured and can only be forwarded to Money Order Offices from Money Order Offices. For list of Money Order Offices see Pages 55 and 56 of the Post Office Circular of the 18th February, 1937. C.O.D. Parcels must not be accepted for despatch abroad.

#### Local Insurance Parcel Rates

For amounts up to \$5.00 .....	5c.
For amounts over \$ 5.00 not exceeding \$10.00 .....	10c.
" " " \$10.00 not exceeding \$20.00 .....	15c.
" " " \$20.00 not exceeding \$30.00 .....	20c.
" " " \$30.00 not exceeding \$40.00 .....	25c.
" " " \$40.00 not exceeding \$50.00 .....	30c.

Limit of Insurance within Newfoundland \$50.00.

#### Insurance Rates to Great Britain, Canada and United States

##### Canada and United States and Great Britain

Amounts up to \$10.00 .....	10c.
Amounts over \$10.00 not exceeding \$ 20.00 .....	15c.
" " \$20.00 not exceeding \$ 30.00 .....	20c.
" " \$30.00 not exceeding \$ 40.00 .....	25c.
" " \$40.00 not exceeding \$ 50.00 .....	30c.

Limit of Insurance to Canada and United States \$50.00.

##### Insurance Rates to Great Britain (continued)

Amounts over \$50.00 not exceeding \$ 60.00 .....	35c.
" " \$60.00 not exceeding \$ 70.00 .....	40c.
" " \$70.00 not exceeding \$ 80.00 .....	45c.
" " \$80.00 not exceeding \$ 90.00 .....	50c.
" " \$90.00 not exceeding \$100.00 .....	55c.

Limit of Insurance to Great Britain \$100.00.

## Parcel Bills

Renewed attention is drawn to the notice on page 362 of the Post Office Circular of the 4th August, 1938, under the above heading, in which it is stated that the Green Local Parcel Post Bills, form number 1314, included in parcel despatches from the St. John's Parcel Post Section are to be retained and kept on file at the Receiving Office, and not returned to St. John's. The attention of Postmasters is drawn to the fact that on several occasions these Parcel Bills have been discovered in mail bags returned from Outport Offices as empty bags. Postmasters must take care that they search the bags diligently for these Parcel Bills and if they cannot find one in the bag the matter should be reported by telegraph to the Head Postmaster immediately.

## Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, 22nd September. Delivery should be effected in Montreal and New York on or about the 26th September. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 23rd September, and arrive at Liverpool on the 29th September, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. BREMEN" due to sail from New York on the 27th September and arrive at Southampton on the 3rd October.

Correspondence for Canada, the U.S.A., Great Britain and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, 25th September. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 28th September. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "Duchess of Bedford" due to sail from Montreal on the 30th September and arrive at Liverpool on the 8th October, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 28th September and arrive at Southampton on the 3rd October and failing this by connexion with fast steamer, the particulars of which have not yet been advised.

Correspondence for Canada, the U.S.A., Great Britain and foreign countries generally, will be accepted for despatch at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, 27th September. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "MONTROSE" due to sail from Montreal on the 1st October, but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

## TELEGRAPHS

### Individual Telegram Receipt Forms

New individual message delivery receipt, Form 1322, have been issued to all Telegraph Offices outside of St. John's to replace the multiple receipt forms now in use.

The new receipts have a gummed back and must be attached to the office copy of the appropriate telegram for easy reference.

Any office having large stocks of the multiple receipt forms on hand should return them to the Postal Stores.

### Receipts for Telegrams Delivered

A receipt must be obtained for every telegram delivered. Should an office inadvertently run short of regular receipt forms, they should be made by the operator on a piece of paper of appropriate size.

Receipts must show full details, namely:—

- (a) Time the telegram was sent out for delivery.
- (b) Time it was delivered.
- (c) Time the messenger or official returned, as well as:—



[a] Signature of the person to whom delivery was made.

[b] Signature of the messenger or official who made delivery.

In offices where Assistants or Messengers are employed, it is the duty of the official in charge to scrutinise each receipt immediately on return of the Assistant or Messenger.

When an opportunity occurs to send for delivery a telegram addressed to a point outside the free limit a receipt form should accompany it marked: "Please sign receipt form and return to this office by first chance or by mail." The name of the person by whom the telegram is taken for delivery and the time it is sent out must be noted on the office copy of the telegram and this must be kept out until return of receipt by the addressee or his agent. A further request for confirmation of delivery must be made if the receipt is not received within a reasonable time.

Attention is drawn to Secretary's Circular No. 54, 11th July, 1935, dealing with the delivery of telegrams mailed to post offices having no telegraph or telephone connexion.

### Changes in the Telephone System in the St. Fintans-Robinsons Areas

Owing to a demand from the Agricultural Societies in the farming areas around St. Fintans and Robinsons, for direct telephone connexion between the different farming communities, some changes have been made designed to meet their wishes:—

Cartyville and Robinsons are now connected with St. Fintans, which will be the checking office for these two stations.

Heatherton is connected with Robinsons Station as formerly and traffic for the former office will circulate through the Station Office.

Attention is called to the need of distinguishing between Robinsons Station and Robinsons, as the latter is a Telephone Office, working into St. Fintans, while Robinsons Station is a Telegraph office and repeats for Heatherton by telephone. Persons filing telegrams for either of these stations should be asked to state if Robinsons Station or Robinsons proper is meant to avoid confusing the two offices.

### Telephone Switches Controlling Private Lines Should Be Kept Open

Complaints have been received that the officials at many offices, where switches and bell boxes have been installed for the control of spurs to which private telephones are connected, fail to open the switch when private subscribers are not using the line, thus enabling these people to hear rings on the public line and listen in on telegraph business should they be inclined to do so. This is very serious and reacts greatly against the privacy of the service. Officials in charge of controlling offices are instructed to see that private subscribers' switches are left open in future except during meal hours, Sundays, holidays, and after the closing time at night.

Should the official be called upon to leave his office during office hours the switch should not be closed and the private subscribers must await his return in such cases.

## ACCOUNTING

### Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is \$4.95 to the £1.

Table F... .. For Issuing.

Table E... .. For Paying.

The exchange rate for paying is \$4.90 to the £1.

## POST OFFICE



## CIRCULAR.

THURSDAY, 29th SEPTEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENTS

Corner Brook ..... Mr. Geo. Lawrence to be Messenger as from 1st September, 1938.

✓ Leading Tickles West ..... Mr. Garland Noseworthy to be Postmaster and Telephone Attendant as from 17th September, 1938.

## RESIGNATIONS

St. John's, G. P. O. .... Mr. Hubert Molloy, Assorting Clerk, effective 30th September, 1938.

Hare Bay ..... Mrs. Wilfred Collins, Postmistress and Telephone Attendant, effective 15th October, 1938.

Not advertised.

## MAILS

## Tenders for Courier Services

Notices inviting tenders for courier services from 1st January, 1939, to 30th April, 1939, have been mailed to all offices affected.

These notices should be exhibited on the public side of the offices receiving them until the closing date for tenders when they should be removed and returned to the Director of Postal Services.

Several tender forms are enclosed with each Notice. Any person who desires to tender for the service must use one of these forms.

The Postmaster should advise any person applying for a form of tender that it is not necessary to fill in the rate per round trip or per month until after the form has been signed by the two securities and the Postmaster.

Any unused forms should be returned with the Notice inviting tenders for the services.

**Compulsory Registration for Business Reply Envelopes Containing Coin**

On page 365 of the Post Office Circular of the 11th August, 1938, instructions are given for the treatment of unregistered letters containing coin or notes. Such letters are to be registered compulsorily and the registration fee collected from the addressee.

These instructions apply also to the Business Reply Service.

Any Postmaster who is tendered over the counter a Business Reply envelope, containing coin, for forwarding should inform the sender that it must be registered and collect the registration fee from him. If he refuses to pay the registration fee the letter should not be accepted.

If a Business Reply Envelope containing coin is found in the drop box it should be compulsorily registered and a notation "Found in drop box. Compulsorily registered," made on the envelope.

**Notice to General Public**

The attention of the General Public is drawn to the fact that any ordinary or Business Reply envelope, containing coin or notes, must be registered and the registration fee paid by the sender.

Postmasters should copy the above notice in ink, if a typewriter is not available, and exhibit it in a prominent place on the public side of their office.



## Postage Rates

### Letters and Cards Within Newfoundland:

For Town Delivery:—

Letters 2c. per ounce.

Post Cards 1c. each.

For Delivery Within Newfoundland:—

Letters 4c. for first ounce, 2c. each additional ounce or fraction thereof.

Post Cards 2c. each.

Christmas Cards in unsealed envelopes for delivery in Newfoundland or abroad, 1c. per two ounces or fraction thereof.

### Letters and Post Cards Outside Newfoundland:

To U.S.A., Canada, and British Empire, including Egypt and India, letters 5c. first ounce and 3c. each additional ounce or fraction thereof.

Post Cards 3c. each.

For all other countries, letters 7c. first ounce, 4c. each additional ounce or fraction thereof. Post Cards 3c.

Registration fee within Newfoundland 5c., to British Empire and foreign countries, 10c.

## Envelopes Containing Parcel Bills

The Green Parcel Post Bills (Form No. 1314) included in Parcel despatches from St. John's are enclosed in unsealed envelopes which can be used again. These envelopes, therefore, should not be destroyed but should be kept clean and retained by the office of destination until the end of each month at which time all such envelopes should be returned to the Head Postmaster, St. John's, marked "Returned Parcel Bill Envelopes."

## Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday the 29th September. Delivery should be effected in Montreal and New York on or about Monday the 3rd October. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN," due to sail from Quebec on the 8th October and arrive at Southampton on the 13th October, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "EUROPA" due to sail from New York on the 5th October and arrive at Southampton on the 10th October.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday the 2nd October. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday the 5th October. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 11th October and arrive at Liverpool on the 17th October, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 6th October and arrive at Southampton on the 11th October.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same way, on Tuesday the 4th October. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

## TELEGRAPHS

### Destruction of Old Telegrams

Attention was called to the regulations, requiring the destruction of telegrams which are over two years old not being observed, on page 171 of the Post Office Circular dated 9th September, 1937. That this order has not been carried out was brought to light by the demolishing of a shed at the back of a Post Office Building, where it was found a quantity of old records

and telegrams had been stored; some of which dated back to 1925. These were scattered around by the workmen.

The Staff should note that all telegrams, services and Dead Head messages, delivery receipts etc., which have served their purpose, must be destroyed by being burned once a month. The back files for two years must, however, be kept on hand in case it is required to refer to them.

No office should, therefore, have on hand any telegrams etc., dating beyond the 31st August, 1936. At the end of this month the old telegrams etc., for September 1936 should be burned and so on for each month, always keeping on hand the files for two complete years immediately previous.

Any telegrams etc., stored in out buildings or back rooms must be taken out and destroyed.

If any Postmaster taking over an office finds any large quantity of old files on hand beyond the retaining period, he should report the matter to Head Office and ask for instructions.

### Entry of Unauthorised Persons Into Department of Posts and Telegraphs Offices

As it has come to the notice of the Department that the rule governing the entry of unauthorised persons to Telegraph Offices is not strictly observed, your attention is directed to the order issued under Secretary's Circular No. 1, on the 14th December, 1934.

"The entry of persons, other than Officers of the Department duly authorised, or bearing authority in writing from the Secretary of the Posts and Telegraph Department, into all Telegraph Offices or Travelling Post Offices, and in Post Offices other than on the public side, is strictly prohibited.

"Any official of the Department, who allows an unauthorised person to contravene this order, will render himself liable to dismissal."

## ACCOUNTING

### Delay in Forwarding Accounts

The attention of Postmasters is again called to the necessity of forwarding accounts to Head Office promptly. These accounts must be forwarded, if possible, by next mail following the closing date of account. This may not be possible with the larger offices but there is no excuse whatever for accounts to be delayed for three weeks to a month as has been the practice with some small offices, thereby delaying the work of finalizing accounts at Head Office.

Any Postmaster showing undue delay in forwarding the accounts for his office shows slackness in the performance of his duty and renders himself liable to disciplinary action.

### Errors in Accounts

Contrary to repeated instructions Postmasters at the following offices continue to make the undermentioned errors:—

1. Not entering Duty Bill numbers on Reports at space "A" as directed at item (4) form 1016.  
Badger.
2. Not attaching Duty Refunds to Reports as directed at Item (29) Form 1016.  

Bell Island Mines (Actg. P.M.)	Glovertown
Bonne Bay	St. Jacques
Carmanville	Twillingate (Actg. P.M.)
Channel	
3. Neither witnessing nor dating Duty Refunds Form (1007).  

Bonavista	Corner Brook (Actg. P.M.)
-----------	---------------------------



4. Not dating Duty Refunds (Form 1007)  
Badger's Quay.
  5. Not witnessing Duty Refunds (Form 1007)  
Nipper's Harbour.
  6. Not entering name of office on Reports (Form 1016)  
Grates Cove LaScie  
Greenspond (Actg. P.M.) Newman's Cove  
Howley St. Jones Within.
  7. Not signing Reports (Form 1016)  
Belleoram Trout River.
  8. Not dating Reports (Form 1016)  
Greenspond (Actg. P.M.) Long Hr., P.B.
  9. Not attaching lists of Telephone Subscribers to Reports as directed at Item (8) Form 1016.  
Arnold's Cove Station Monroe  
Bonavista St. Andrew's.  
Codroy
  10. Neither entering name of Office nor Signing Stamp Requisition (Form 1043).  
Manuels.
  11. Forwarding Reports Written in coloured ink Contrary to Instructions Page 125 Post Office Circular.  
Lower Island Cove.
  12. Forwarding Reports on pages of account Book, thus mutilating Office Records.  
Miller's Passage.
- These errors are brought to the notice of the Postmasters concerned for their future guidance.

### Money Order Sterling Rate of Exchange

As from 1st October, 1938, the sterling rate of exchange for money orders drawn upon Great Britain and foreign countries, other than Canada and the U.S.A., will be reduced to \$4.90 for issuing and \$4.85 for paying. The following conversion tables should be used as from that date:—

Table E. ....	For Issuing.
Table C. ....	For Paying.

Special care must be taken to use the proper table.

The Staff should also note that the conversion table "C" is to be used for paying British Postal Orders at their office; that is, the paying rate to be \$4.85 to the £1. These notes are payable at any Money Order Office. British Postal Notes are issued only at the St. John's General Post Office, East End Branch Office and West End Branch Office, and these three offices are given special instructions with regard to their issue.

### Stolen United States and Canadian Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Kona, Ky. ....	27589-29000 inc.
Chicago Sta. 188, Ill. ....	145471-145600 "
Holyoke Sta. 5 Mass. ....	225958-225999 "
Reeds, Mo. ....	57061- 57200 "
Postoak, Mo. ....	10528- 10600 "

The following Canadian Postal Money Order Forms have been reported stolen:—  
Robson, B.C. .... 1605-1800 inc.

The above Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular, 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

# POST OFFICE



# CIRCULAR.

THURSDAY, 6th OCTOBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENT

✓ Musgravetown ..... Mr. Howard Oldford to be Postmaster and Telephone Attendant as from 1st October, 1938.

## PROMOTIONS

St. John's, G.P.O. .... Mr. A. Chafe, Letter Carrier in the St. John's G. P. O., to be Assorting Clerk in the St. John's G. P. O. as from 1st October, 1938.

## TRANSFER

✓ Lethbridge ..... Mr. R. Noble, Postmaster and Operator at Musgravetown, to be Postmaster and Operator at Lethbridge, as from 1st October, 1938.

## RESIGNATION

✓ Coley's Point South ..... Miss Leah Snow, Postmistress and Telephone Attendant, effective 30th September, 1938. Not advertised.

## VACANCY

Argentia ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, for the position of Postmaster and Operator at Argentia, at a salary of \$420. per annum, will be received up to the 25th October, 1938.

Candidates desiring to offer themselves for the above vacancy must forward their applications through their immediate superior officers. Candidates must state their names in full, their date of birth, educational qualifications, departmental experience, whether married or single and the names of two persons outside the service to whom application may be made with reference to character. The successful candidate will be required to furnish a certificate of medical fitness.

Postmasters should copy the above notice neatly in ink, if a typewriter is not available, and exhibit it in a prominent position on the public side of their office.

## CHANGES IN OFFICE STATUS

✓ Lethbridge ..... Effective the 1st October, 1938, the Post Office work at Lethbridge was removed from the Railway Agent and a Post Office opened in charge of Mr. R. Noble. It will handle all classes of postal, telegraph and money order business, including C.O.D. parcels.  
The office will work by land line to Clarendville. The call letters are BX.  
The indication "Railway" shewn after Lethbridge on page 260 of the Post Office Circular should be removed and the call sign corrected.



✓ Musgravetown ..... As from the 1st October, 1938, the office at Musgravetown has been reduced from telegraph to telephone status. All postal and money order facilities will remain. Telegraph traffic in future will circulate by telephone via Lethbridge. Musgravetown should be removed from the list of telegraph offices on page 260 of the Post Office Circular.

| Cox's Cove ..... As from the 29th September, 1938, the wireless telegraph office at Cox's Cove has been reduced to telephone status. All postal, and money order facilities will remain. Telegraph traffic in future will circulate by telephone via Curling. Cox's Cove should be removed from the list of telegraph offices on page 252 of the Post Office Circular.

### Correspondence from Outport Offices

Many Postmasters are in the habit of forwarding correspondence, remittances and requisitions, etc., to Head Office, with the name of the office and/or the signature of the official omitted. These omissions result in unnecessary work at Head Office tracing the origin of these communications. In all cases both the office name and the signature of the official must be given.

This is particularly necessary in the case of requisitions, where delay in tracing the office may result in supplies missing the mail and the office being short until the next mail.

### Statistics

Postmasters are reminded that the semi-annual statistics will be taken during the month of November, commencing on 1st November and ending on the 30th November. Post Office Circular dated 7th July, 1938, Page 348, refers to the different Post Office Circulars containing statistical instructions, and to these instructions the attention of Postmasters is directed to ensure the proper filling in of the statistical forms. These forms have been mailed to all offices.

### Entry of Unauthorised Persons into Department of Postal and Telegraph Offices

In connexion with the Notice appearing on page 395 of the Post Office Circular of the 29th September, Postmasters are reminded that officials of other Government Departments are not to be permitted to enter the private section of the Post Office.

### Credit Facilities for Postal and Telegraph Business

The attention of the Staff is again drawn to the rules in connexion with the extension of credit facilities to members of the public. They are:—

#### 1. Telegraph Business.

Except in cases where authority has been given from Headquarters, Postmasters who allow credit facilities for telegraph business do so on their own responsibility. This means that if the person or firm to whom credit has been allowed fails to pay the Postmaster will himself have to make good the amount to the Department (Page 160 of the Post Office Circular, of the 19th August, 1937).

#### 2. Postal, Money Order and Miscellaneous Business

In no circumstances may credit facilities be allowed for Postage Stamps, Money Orders, Duty Parcels, Radio Licences, etc. Not only is it contrary to the Department's rules for an official to issue a money order for which he has not been paid, it is also an offence punishable by imprisonment under the Postal and Telegraph Acts.

### Daylight Savings Time Ends

The following notice was broadcast throughout the Telegraph system on the 30th September:

"You will please post the following notice conspicuously. By order of the Department of Home Affairs the attention of the public is drawn to the fact that the operation of the Daylight Saving Act, 1935, will terminate Sunday, October 2nd, at Midnight."

## MAILS

### Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 6th October. Delivery should be effected in Montreal and New York on or about Monday, the 10th October. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 11th October, and arrive at Liverpool on the 17th October, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 12th October, and arrive at Southampton on the 17th October.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 9th October. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 12th October. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA."

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 11th October. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded by the S.S. "NOVA SCOTIA."

## TELEGRAPHS

### Fire Hazard Forecast

The Daily Fire Hazard Forecast will be discontinued for this Season as from the 22nd October, 1938.

### Traffic

The total number of paid Telegrams for August was 46,206, of which 2,634 were sent by the Priority Service. The total for August 1937 was 48,633.

The number of service messages for August was 7,391, as compared with 7,795 for August 1937.

The number of D.H. Messages for August was 2,078, as compared with 1,733 for August 1937. Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The Public message service consisted of 12,597 words, which is the equivalent of 8,440 telegrams at the St. John's Head Office.

### Storage Batteries and Delco Chargers

The attention of all offices at which storage and Delco chargers have been installed is again directed to pages 207 and 208 of the Post Office Circular of the 11th November, 1937. The instructions should be read again and care should be taken to see that batteries are only filled with water immediately before charging and that batteries are kept charged during frosty weather by giving them a short charge before the staff leaves the office on cold nights, Saturday nights or the eve of whole holidays. Officers should be sure that oil in the base of the engine is changed as set forth in the instruction book and that the engine is never started without first making sure that the base is full of oil.



## Legal Action Against Unlicensed Operators of Receiving Sets

Postmasters at Money Order Offices are reminded that they must read carefully the instructions issued from Headquarters concerning the taking of legal action against persons operating Radio Sets without the necessary licence to do so. Prompt notification must be made to Headquarters of the expiry of the final notice in order to avoid delay in proceedings.

This instruction was issued on page 111 of the Post Office Circular of the 27th May 1937. It appears that in some cases Postmasters are not sending out final notices at the expiration of the time limit given on the card and are not advising Headquarters of the expiration of the final notices. Any proven case of this nature against a Postmaster will result in disciplinary action being taken.

## ACCOUNTING

### Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of July, 1938:

	No. of Errors	No. of Orders Issued and Paid During July
Bonavista ... ..	4	241
Burlington ... ..	5	96
Corner Brook ... ..	4	1289
Cow Head ... ..	4	42
Grand Falls ... ..	4	1313
Harcourt ... ..	4	23
Lewisporte ... ..	4	198
Little Bay ... ..	4	108
Milltown ... ..	4	55
Port au Port ... ..	7	167
Seal Cove, W.B. ... ..	4	31
Victoria (Carb.) ... ..	5	59
	—	—
	53	3622
	—	—

Total number of Orders issued during July ... .. 18,562

Total number of Orders paid during July ... .. 8,677

Total ... .. 27,239

Total number of Errors ... .. 239

Percentage of Errors ... .. .87

i.e. nearly 9 Errors for every 1,000 Orders issued and paid.

Total number of Figure Errors ... .. 146

Percentage of Figure Errors ... .. .53

i.e. approximately 5 errors for every 1,000 orders issued and paid.

### Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is \$4.90 to the £1. The exchange rate for paying is \$4.85 to the £1.

Table E ... .. For Issuing

Table C ... .. For Paying

## POST OFFICE



## CIRCULAR.

THURSDAY, 13th OCTOBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## MAILS

## Enquiries Regarding Lost Mail Matter

It has been brought to the notice of Head Office that some Postmasters make enquiries direct to foreign Postal Administrations and to offices within Newfoundland regarding the receipt and delivery of registered and insured mail. This is irregular; all enquiries must be made through the Director of Posts, St. John's. Attention is called to the Post Office Circular of the 9th December, 1937, "Advice of Reception Service," pages 223, 224 and 225, especially that section dealing with enquiries about registered or insured mail after the date of posting.

Mutilated Stamps (BISECTS)

It has come to the notice of the Department that occasionally two cent and four cent stamps have been cut in halves and each half used as a one cent and a two cent stamp respectively.

While this has not been done for the purpose of evading the payment of the full rate of postage yet it is irregular.

A stamp cut is a mutilated stamp and cannot be accepted in payment of postage unless both parts are on the same cover.

It has also been noted that in many cases stamps on mail have been overlapped. This is also irregular. When stamps are overlapped it is impossible to tell if the under one has been previously used.

Postmasters should courteously point out any cases coming to their notice to the senders and advise them that mail cannot be accepted with stamps affixed in that manner.

## Postage Stamps Not to be Affixed by Postmasters

It is the practice in some offices for Postmasters to accept money from the public for unstamped letters and then affix the stamp. This practice is irregular and must be discontinued. The public must be handed the stamps against the money presented and must themselves affix the stamps to their letters.

## Mail Bags

As the Christmas season is approaching and mails will be heavier than at normal times, it is necessary that all offices return promptly to the General Post Office, St. John's, all empty mail bags.

## Used Lead Seals

With reference to the instruction on page 358 of the Post Office Circular of the 28th July, 1938, under the above heading, Postmasters are reminded that these seals are not to be returned with each mail but are to be kept and forwarded to the Controller of Stores at the end of each quarter.



## Christmas Parcel Mails for Abroad (Via Great Britain)

Parcels for the countries indicated below and intended for delivery by Christmas, must be posted in time for despatch from St. John's to England by direct boat as follows:—

SAILING DATE	COUNTRY
28th October .....	Australia, Burma, Dutch East Indies, Gold Coast Colony, Iran, Iraq, Kenya and Uganda, New Zealand, Nigeria, Straits Settlements, Tanganyika, Zanzibar.
15th November .....	Aden, Ceylon, Cyprus, Egypt, India, Palestine, Sierra Leone, South Africa, Rhodesia Northern and Southern (mark via Capetown), Sudan, Syria.
2nd December .....	Great Britain and European countries, Gibraltar, Malta, Morocco (British Agencies).

Parcels posted in the Outports for the above destinations should arrive in St. John's at least one day before the date of sailing of the direct steamer.

The latest dates for posting parcels for Canada, the U.S.A. and other American countries will be advised in due course.

Postmasters should copy the above notice neatly in ink, if a typewriter is not available, and exhibit it in a prominent place on the public side of the office.

## Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 13th October. Delivery should be effected in Montreal and New York on or about Monday, the 17th October. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN" due to sail from Quebec on the 22nd October and arrive at Southampton on the 27th October, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 19th October and arrive at Southampton on the 24th October.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 16th October. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 19th October. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN," but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "EUROPA" due to sail from New York on the 21st October and arrive at Southampton on the 26th October.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 18th October. Delivery should be effected in Montreal and New York on or about the following Saturday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN" but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

## TELEGRAPHS

### Personal Delivery Telegrams

Commencing Monday, the 10th October, a Personal Delivery Service will be put into effect at all Telegraph Offices of this Department.

Regulations governing this Service, (which is referred to as an "M.P." Service), in other Telegraph Companies, are given below, and will be applicable throughout this Department's Telegraph System:

## Acceptance

"If a sender wishes delivery to be effected to the addressee in person, he must write before the address of the message the paid service indication, "MAINS PROPRES" or MP (meaning PERSONAL DELIVERY). The indication "MAINS PROPRES" or "MP" will be counted and charged for as one word and will be checked as one extra.

## Delivery

"The office of destination will write the instruction "MAINS PROPRES" or "PERSONAL DELIVERY" on the envelope or cover enclosing such message and give the necessary instructions to the messenger delivering same.

## Notice of Non-Delivery

"In the event that delivery of a message cannot be effected because of an incorrect or incomplete address, or for any other reason, or if personal delivery cannot be effected in the case of a message bearing the instruction "MAINS PROPRES" or, "PERSONAL DELIVERY", a notice of non-delivery is to be sent to the office of origin stating the reason for the failure to deliver.

## "M.P." Messages Should Not Be Displayed

"Messages with the indication 'MAINS PROPRES' or 'MP' or messages with doubtful addresses or with unregistered code addresses should not be displayed to any but the true addressee; therefore delivery of such messages will be effected only with the greatest caution."

In local telegram the prefix "Personal Delivery" should be written out and confirmed by signalling "M.P." at the finish of the telegram. The confirmatory "M.P." to be written or typed on the lower left hand corner of the message.

The above regulations should be carefully noted and no mistake made in delivering the message to the addressee in person.

Where there is difficulty in locating the addressee of an "M.P." message enquiries should be made cautiously and discreetly.

It must not be delivered by telephone, by post or by private wire.

Notice of non-delivery must be sent promptly to the office of origin, stating the reason for failure to deliver.

## Routing Indicator

Serious attention is again called to the importance of transmitting the routing indicator on telegrams for points outside of Newfoundland.

The Department has had frequent complaints that telegrams have been wrongly routed, and investigation shows that it is due to the routing indicator being dropped in transmission. The sender's wishes should be carried out; and to prevent a repetition of this error sending operators are directed to confirm the routing indicator at the end of the message and the receiving operator is to write or type the confirmation on the lower left hand corner of the telegram.

## Cable Rates to Ecuador

Effective the 10th October the ordinary rate, Newfoundland to Ecuador, South America, will be increased by 10 cents per word. Other classes of service will be proportionately increased based on the new ordinary rate.

The new rates will be:—

Full	Dfd.	CDE	N.L.T.
66c.	33c.	40c.	\$3.50 for 25 words or less and 22 cents for each additional word.

Postmasters should make the necessary correction on Page 46 of the Tariff Directory.



## ACCOUNTING

### Carbon Copy of Telegraphed Orders Not Accepted

Contrary to instructions many Postmasters are still forwarding carbon copies of paid telegraphed money orders with their accounts instead of the original or top copy. Further, the endorsement is often made with pencil instead of ink.

Postmasters should note that only the original copy of a message will be accepted and this must be endorsed in ink by the payee.

If payment is made to another party acting as an agent for the payee, the agent must sign the payee's name per his or her own name, and must be identified by the Postmaster before payment is made.

If this procedure is not followed the message will be returned for proper endorsement, and if persisted in, the offending official will be subject to a fine.

### Postage Stamps Attached to Postal Notes

As some confusion appears to exist with regard to stamps attached to Canadian and British Postal Notes, Postmasters at Money Order Offices are reminded of the following:—

Postal Note Stamps attached to Canadian Postal Notes are payable up to nine cents in value.

Postage stamps attached to these notes are not payable.

The value of British Postal Notes is increased by affixing postage stamps to them.

The value of these stamps should not be greater than 5d. or equivalent.

Careful attention to these instructions should reduce the number of errors caused through this misunderstanding.

### Remittance of Cheques to Cashier or Bank

Postmasters, when remitting cheques to Cashier or Bank, should see that their office stamp is plainly shown on the back of the cheque.

### Money Order Sterling Rate of Exchange

The exchange rate for money orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is \$4.90 to the £1. The exchange rate for paying is \$4.85 to the £1.

Table E ... .. For Issuing  
Table C ... .. For Paying

# POST OFFICE



# CIRCULAR.

THURSDAY, 20th OCTOBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## OBITUARY

✓ The Department regrets to announce the death of Miss Frances Bemister, Postmistress of New Perlican, on the 12th October, 1938. Miss Bemister entered the service 1st July, 1906.

## APPOINTMENTS

✓ Summerville ..... Miss Muriel Fry to be Postmistress and Telephone Attendant as from 5th October, 1938.

Rencontre East ..... Miss L. E. Pelley to be Postmistress and Operator as from 13th October, 1938.

✓ Hare Bay ..... Miss Nanetta Winsor to be Postmistress and Telephone Attendant as from 16th October, 1938.

## TRANSFERS

✓ Carmanville ..... Miss Anna McGrath, Postmistress and Telephone Attendant at Tilting, to be Postmistress and Operator at Carmanville as from 6th October, 1938.

✓ Gander Bay ..... Mr. Basil Collier, Postmaster and Operator at Fortune Harbour, to be Postmaster and Operator at Gander Bay as from 1st November, 1938.

✓ Groais Islands ..... Mr. Geo. Bishop, Postmaster and Operator at Cook's Harbour, to be Postmaster and Operator at Groais Islands as from 1st November, 1938.

(See page 421) 9th

## RESIGNATIONS

✓ Groais Islands ..... The resignation of Mr. E. Snow, Postmaster and Operator, is to be effective 31st October, 1938; not 30th November as advertised on page 389 of the Post Office Circular.

✓ Englee ..... Miss D. Hoddinott, Postmistress and Operator, effective 30th November, 1938.

St. John's, G.P.O. .... Miss Mary Harrington, Shorthand-Typist, effective 31st October, 1938.

## VACANCY

Englee ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 15th November, 1938, for the position of Postmaster and Operator at Englee. Salary \$498. per annum. Wireless qualifications are essential. Candidates desiring to offer themselves for the above vacancy must forward their applications through their immediate superior officers. Candidates must state their names in full, date of birth, educational qualifications, departmental experience, whether married or single, and the names of two persons outside the service to whom application may be made with reference to character. The successful candidate will be required to furnish a certificate of medical fitness.



Postmasters should copy the above notice neatly in ink, if a typewriter is not available, and exhibit it in a prominent position on the public side of their office.

### Birth Certificates

Several requests have been received for the return of birth certificates forwarded in reply to the request on page 329 of the Post Office Circular of the 9th June, 1938.

These certificates will be returned as soon as the records have been checked against them.

### STORES

#### Blue Crayons and Rubber Pads

Notice was given on pages 378 and 379 of the Circular dated the 1st September, 1938, that blue crayons for marking registered correspondence and rubber pads for use with steel P. O. stamps, would be supplied. These items have now been mailed to all Post Offices, Railway Mail Clerks and Steamer Mail Officers. Any office not having received same after a reasonable period should inform the Controller of Stores.

It will be noted that rubber pads have one side of soft spongy rubber. This soft side should be placed downward on the table.

### MAILS

#### C. O. D. Parcels

Several instances have come to notice of C.O.D. Parcels being despatched to non-Money Order Offices. This practice must cease. Any C.O.D. parcel tendered for mailing and directed to a non-Money Order Office must be refused and the remitter advised of the nearest Money Order Office.

If notwithstanding these instructions a C.O.D. parcel is received at a non-Money Order Office it should be redirected to the nearest Money Order Office. The matter should be reported to the Director of Posts immediately. The name of the office which accepted the parcel should be furnished.

C.O.D. parcels, which are on hand for more than seven days, provided the addressees have been notified and have not asked for an extension of time, should be returned next mail to the office of mailing.

An extension of time may be granted for three days only, making ten in all.

If an extension for more than three days is requested an application, stating the reasons for such extension, must be made to the Director of Posts for permission to grant the same.

There may be cases, however, where the addressee is away from home and it is impossible to notify him within seven days. In such cases the Postmaster should use his discretion as to whether he should return the parcel without giving the addressee an opportunity to take delivery.

### Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 20th October. Delivery should be effected in Montreal and New York on or about Monday, the 24th October. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 28th October and arrive in Liverpool on the 3rd November, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "AQUITANIA" due to sail from New York on the 26th October and arrive at Southampton on the 1st November.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 23rd October. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 26th October. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND", but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "ILE DE FRANCE" due to sail from New York on the 28th October and arrive at Plymouth on the 3rd November.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 25th October. Delivery should be effected in Montreal and New York on or about Saturday, the 29th October. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "BREMEN" due to sail from New York on the 30th October and arrive at Southampton on the 4th November.

## TELEGRAPHS

### Cable Rates to Ecuador

On page 403 of the Post Office Circular of the 13th October the N.L.T. rate to Ecuador was given as "\$3.50 for 25 words or less and 22 cents for each additional word." This should have read: "\$5.50 for 25 words or less and 22 cents for each additional word."

Postmasters should make the correction in their Circulars and Tariff Books.

### Traffic

The total number of paid telegrams for September was 43,241 of which 2,075 were sent by the Priority Service. The total for September 1937 was 46,363.

The number of Service Messages for September was 6,817 as compared with 7,234 for September 1937.

The number of D.H. messages for September was 1,578 as compared with 2,054 for September 1937. Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The Public Message Service consisted of 12,146 words, which is the equivalent of 8,100 telegrams at the St. John's Head Office.

## ACCOUNTING

### Postmasters Using Wrong Conversion Rates

Despite repeated instructions in the Post Office Circular Postmasters at the following offices continue to use the wrong conversion table when issuing money orders on Great Britain:

Bay L'Argent	Heart's Content
Bay Roberts	Hillgrade
Botwood	Marystown
Gaultois	Nipper's Harbour
Grand Bank	

As the exchange rates are unsettled the Post Office conversion rates are liable to change at any time. Postmasters are, therefore, warned to pay particular attention to the rates published in the weekly Circular, as they will be held responsible for any losses incurred through their negligence.

The paying rate for British Money Orders is shown in dollars on the corresponding advice and must be paid at this rate regardless of the date of payment.

British Postal Notes, however, are not advised and are paid at the current rate in use on date of payment.



The correct conversion tables to be used will be found at the end of each weekly circular. Any change in the paying or issuing rate, necessitating a change in the tables used, will be notified to all Money Order Offices by telegraph.

### Duty Refunds

All Postmasters are again reminded that they should deal with Duty Refunds (Form 1007) and Reduction Notes (Form 1027) as promptly as possible after receipt of the notice.

### Monthly Reports

All Non-Money Order Offices are requested to forward their monthly reports, Form 1020, by first mail following the end of each month.

The following offices have failed to forward their monthly report:—

Summerside, B.O.I.  
Tompkins

Western Arm, W.B.  
West Bay Centre

Those reports must be forwarded to Headquarters immediately.

### Errors in Accounting

Postmasters at the undermentioned offices continue to make the following errors:—

1. Not dating Duty Refunds (Form 1007)

Nippers Harbour  
Norris Arm

Petites

2. Not attaching Duty Refunds (Form 1007) to Reports as directed in Item 29A, Form 1016

Carbonear  
Norris Arm

Petites

3. Not entering Duty Bill numbers on Duty Remittance, Form 1045

Coachman's Cove

Cottrell's Cove

4. Not entering name of office on General Report Form 1016

Hermitage  
Hickman's Harbour  
Horwood  
New Perlican

North Harbour, P.B.  
St. Fintan's  
St. Jones Within

5. Not signing Report Form 1016 in the case of Money Order Offices, and Form 1020 in the case of Non-Money Order Offices

Cape Freels

Ireland's Eye

### Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries except Canada and the U.S.A. is \$4.90 to the £1.

The exchange rate for paying is \$4.85 to the £1.

Table E ..... For Issuing  
Table C ..... For Paying

## POST OFFICE



## CIRCULAR.

THURSDAY, 27th OCTOBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

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**Sentence for Forged Telegram**

Austin Ceaser, Burin, a person not in the employ of the Post Office, was before the Magistrate at Corner Brook on the 15th October charged with using the telegraphs to defraud and forgery in case of a telegraphed money order. He pleaded guilty on both charges and was sentenced to four months imprisonment.

**MAILS****Christmas Mails for Abroad**

Latest posting dates at the St. John's General Post Office for delivery on or before Saturday, the 24th December, 1938:

**1. UNITED STATES.****(a) CENTRAL AND WESTERN STATES.**

PARCELS, 10 a.m. Friday, 25th November.  
LETTERS, CARDS AND PRINTED PAPERS, 9 p.m. Saturday,  
10th December.

**(b) EASTERN STATES.**

PARCELS, 10 a.m. Thursday, 8th December.  
LETTERS, CARDS AND PRINTED PAPERS, Noon Tuesday,  
13th December.

**2. CANADA.****(a) WESTERN PROVINCES.**

PARCELS, 10 a.m. Thursday, 8th December.  
LETTERS, CARDS AND PRINTED PAPERS, 9 a.m. Saturday,  
10th December.

**(b) OTHER PROVINCES.**

PARCELS, 11 a.m. Thursday, 8th December.  
LETTERS, CARDS AND PRINTED PAPERS, Noon Tuesday,  
13th December.

**3. SOUTH AMERICAN COUNTRIES.**

CORRESPONDENCE AND PARCELS, 11 a.m. Saturday,  
19th November.

In the event of serious interference with train and steamer services as a result of unfavourable weather conditions, mail posted "in time" on the basis of the above schedule may not actually be delivered until after the 25th December.

A notice respecting dates for "in time" delivery in Newfoundland will be published later.



Postmasters should note that mail for points listed above should be in St. John's on or before the dates named, and the latest posting dates should be exhibited on the public side of their offices.

### Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 27th October. Delivery should be effected in Montreal and New York on or about Monday, the 31st October. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 28th October and arrive in Liverpool on the 3rd November.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 30th October. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 2nd November. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN" due to sail from Quebec on the 5th November and due to arrive at Southampton on the 10th November, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "QUEEN MARY" due to sail from New York on the 4th November and due to arrive at Southampton on the 9th November.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 1st November. Delivery should be effected in Montreal and New York on or about Saturday, the 5th November. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "EMPRESS OF BRITAIN", but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

### Return of Advice of Reception Cards

The Department calls the attention of all Postmasters to the "Advice of Reception Service for registered correspondence and Insured Parcels" as found on pages 223 and 224 of the Post Office Circular of the 9th December 1937, with special reference to paragraph 4, page 224—Offices of Reception.

Twelve cases have been referred to the Head Postmaster, St. John's, where the Advice of Reception Card has been forwarded with registered articles and it has not been returned to the sender.

The Head Postmaster has written the offices in default regarding these omissions.

In future disciplinary action will be taken against offices that neglect to return these "Advice of Reception" cards in accordance with instructions given in the Post Office Circular.

### C.O.D. Parcels—Treatment of Part "D" of C.O.D. Card

In spite of the fact that notices have appeared in the Post Office Circular from time to time certain Postmasters continue to forward part "D" of the C.O.D. Card to the sender instead of returning it direct to the office of mailing. Instructions for the handling of C.O.D. parcels have been given very fully on pages 16, 64, 66, 91, 97, 154 and 315 of the Post Office Circular. Postmasters should read these instructions carefully and see that they are adhered to.

### Insufficient and Improper Address

Several cases have come to notice recently of letters being accepted for despatch on which the address is shewn in verse form or in pictures. Such letters, if noticed by the Postmasters, should be refused and returned to the sender for better address. If such letters should happen to be placed in the drop box and the sender is unknown to the Postmaster, they should be forwarded immediately to the Dead Letter Office for disposal.

## Requisitions for Saleable Forms

Postmasters will please take notice that requisitions for saleable forms, telegraph books and registered envelopes, should be made separately from requisitions for stamps.

## STORES

### Rubber Pads

It has been brought to the attention of the Department that in a few instances Postmasters have used the rubber pads recently supplied as inking pads. These pads are not to be used for that purpose. They are intended for use as a surface on which to place mail for the purpose of date stamping.

The ordinary cloth pad should continue to be used for inking the date stamp.

## TELEGRAPHS

### Daily Bait Reports by Telegraph

Referring to the Daily Bait Report Notice on page 335 of the Post Office Circular of the 16th June, Postmasters should note that the Daily Bait Report was discontinued as from Thursday, the 20th October.

## Errors, Delays and Failures

In September there were 26 errors and 6 failures. The offices involved were:—

### ERRORS

Between Belleoram and Placentia .....	1
“ Grand Bank and Placentia .....	2
“ Garnish and Placentia .....	1
“ Westport and Seal Cove (Telephone) .....	1
“ Sunnyside and Arnolds Cove Station (Telephone) .....	1
“ Western Bay and Burnt Point (Telephone) .....	1
“ Jersey Hr. and Garnish (Relief Operator) .....	1
“ Epworth and Burin (Telephone) .....	4
“ Little Bay Islands and Campbellton .....	1
“ Stephenville Crossing and Deer Lake .....	2
“ Channel and Deer Lake .....	1
“ Burin and St. Joseph's .....	1
“ Little Bay and Little Bay Islands .....	1
“ Lumsden North and Newtown (Telephone) .....	1
At St. John's .....	1
“ Fortune .....	1
“ Lewisporte .....	1
“ Grand Bank .....	3
“ Newtown .....	1

### FAILURES

At Stephenville Crossing .....	1
“ Wesleyville .....	1
“ Lawn .....	1
“ Botwood (Relief Operator) .....	1
“ Campbellton (Not placed) .....	1
“ Carbonear (Non-Delivery service by Relief Operator) .....	1



Fines were imposed on the following for errors in figures:—

Mr. S. Dicks, Belleoram; Mr. J. Williams, Placentia; Mrs. J. C. Vey, Channel; Mr. G. C. Ralph, Deer Lake; and for failure of service on Miss Ada Pieroway, Stephenville Crossing; Miss Elizabeth Grandy, Wesleyville; Miss G. M. Edwards, Lawn; Mr. W. Frost (Relief, Botwood) Hillview; Mr. N. Alcock, (Relief Carbonear) Harbour Grace.

## ACCOUNTING

### Stolen United States and Canadian Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Chicago, Sta. 86 Ill. ....	283116-283200 inclusive	
Livingston, Ill. ....	187181-187200	"
Shellman, Ga. ....	225598-225600	"
Jean, Nev. ....	8427- 8572	"
Pegram, Idaho ....	98801- 99000	"
Galveston, Indiana ....	77405- 77600	"
Westphalia, Kans. ....	99153- 99200	"
Castle Shannon, Pa. ....	50148- 52000	"
Mount Braddock, Pa. ....	21371- 21400	"
South Enola, Pa. ....	72201- 72600	"
Archie, Mo. ....	89977- 90000	"
Newfoundland, N.J. ....	45201- 45300	"
Bellbrook, Ohio ....	45400- 45801	"

The following Canadian Postal Money Order Forms have been reported stolen:—

Bolton, Ont. .... 1695-2200 inclusive

The above Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and on page 58 of the Post Office Circular of the 11th February, 1938.

### Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries except Canada and the U.S.A. is \$4.90 to the £1.

The exchange rate for paying is \$4.85 to the £1.

Table E .....	For Issuing
Table C .....	For Paying

# POST OFFICE



# CIRCULAR.

THURSDAY, 3rd NOVEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENTS

St. John's G. P. O. .... Mr. W. Stone to be Letter Carrier in the St. John's General Post Office as from the 1st October, 1938.

## PROMOTION

St. John's G. P. O. .... Mr. A. Chafe, Letter Carrier in the St. John's G. P. O. to be Assorting Clerk in the St. John's G. P. O. as from the 1st October, 1938.

## TRANSFER

Bell Island Mines ..... Mr. Denis Ryan, Postmaster and Operator at Argentia, to be Assistant at Bell Island Mines Office as from the 26th October, 1938.

## RESIGNATION

St. Jones' Within ..... Miss Doris King, Postmistress and Telephone Attendant, effective 30th November, 1938. Salary \$72. per annum. Applications close 22nd November, 1938. Advertised locally.

## Instructions Appearing in the Post Office Circular

Certain Postmasters continue to make errors in their work against which they have been warned in the Post Office Circular. From this it appears that the proper attention is not being paid to the instructions in the Circular. The Post Office Circular is issued weekly as a means of bringing to the attention of all Outport Postmasters certain errors in their work which they should avoid. If the Circular is not read weekly Postmasters will continue to make these errors and the value of the Circular is thereby lost. Immediately on receipt of the Circular each Postmaster should read it through carefully and then pass it to each of his Assistants in turn (where there is more than one official). Any point in doubt should be taken up by letter with Head Office.

## MAILS

### Registration of Government Correspondence

Postmasters are reminded that when Government correspondence, other than that from the Department of Posts and Telegraphs, is tendered for registration the registration fee must be paid. In the case of letters for local delivery the letters may be franked by the Secretary of the Department concerned for postage and a 5c. stamp affixed for registration.

In the case of letters for foreign delivery a postage stamp must be affixed for postage and a 10c. fee paid in stamps for registration.

Postmasters are again reminded that letters containing currency or valuable documents must be registered by the sender.



## Reports on Christmas Mails

Postmasters will please answer the following questions and send their replies to the Director of Postal Services by mail after the Christmas pressure period is over. For the purpose of the report the Christmas pressure period will be considered to extend from the 15th December 1938 to the 6th January 1939 inclusive. These reports should be as brief as possible. There is no need to copy out the questions. The numbers of the questions should be written down and answers given opposite.

- (1) Was there any delay in either the receipt of the inward or despatch of outward mails; if so what was the cause?
- (2) Were mails received in good condition; if not, was the damage serious and what was the cause of such damage?
- (3) Was there any misassorted mail received at your office; if so, what quantity was received and what offices were at fault?
- (4) How many bags of mail were (a) received inward and (b) despatched outward during the pressure period? Give separate figures for letter and parcel mails where necessary.
- (5) Did you have a sufficient supply of stamps on hand to meet the increased demand during the pressure period?
- (6) Are there any points with reference to the Christmas mail service which you would like to bring to notice, with a view to effecting an improvement in the service next year?

## Redirection of Duty Parcels

Attention is again drawn to the instructions on page 158 of the Post Office Circular of the 19th August, 1937, regarding the redirection of duty parcels. It appears that some offices are still in the habit of redirecting such parcels to other offices without first obtaining the authority of the Head Postmaster, St. John's.

## Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 3rd November. Delivery should be effected in Montreal and New York on or about Monday, the 7th November. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF YORK" due to sail from Quebec on the 11th November and arrive at Liverpool on the 19th November, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 12th November and arrive at Southampton on the 17th November.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 6th November. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 9th November. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF YORK," but any letters endorsed via "New York" will be forwarded for connexion by the S.S. "NORMANDIE."

Correspondence for Canada, the U.S.A. and American countries generally will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch same day, on Tuesday, the 8th November. Delivery should be effected in Montreal and New York on or about Saturday, the 12th November. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 15th November and arrive at Liverpool on the 21st November, but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

## TELEGRAPHS

### Radiotelegraph (Amendment) Act

Be it enacted by the Governor, by and with the advice of the Commission of Government, as follows:—

1. Section 3 of the Radiotelegraph Act, 1930, is hereby repealed and the following substituted therefor:

3. (1) No person shall establish any radiotelegraph station or instal, work or use any apparatus for transmitting or receiving radio-telegraphic or radio-telephonic signals in any place in Newfoundland or on board any ship registered or owned in Newfoundland except under and in accordance with a licence granted by the Commissioner for Finance.
- (2) Where any unlicensed station or apparatus is found it shall be presumed prima facie to have been established, installed, worked and used by the occupier of the building or owner of the ship or vessel in which it is found: Provided that such presumption may be rebutted by evidence.
- (3) If any radiotransmitting or receiving apparatus be found in any building, place, ship or vessel, the fitness of such apparatus for working and use shall prima facie be presumed: Provided that such presumption may be rebutted by evidence.
- (4) The occupier of the premises or the owner of a ship or vessel in which any radiotransmitting or receiving apparatus is found shall, unless the apparatus be shown to be unusable, produce a licence granted in accordance with subsection (1) hereof, at any time on the demand of any properly authorised officer of the Department of Posts and Telegraphs, or any Constable or Ranger; and in default of such production the apparatus shall be presumed prima facie to be unlicensed: Provided that such presumption may be rebutted by evidence.

2. The Commissioner may issue to any blind person a free licence to instal, use and work radiotelephonic receiving apparatus, anything in the Act or regulations hereunder to the contrary notwithstanding.

3. This Act shall be read with the Radiotelegraph Act, 1930, as amended by the Act 22 George V, Chapter 24, and the said Acts and this Act may be cited together as the Radiotelegraph Acts 1930-1938.

## ACCOUNTING

### Requisitions for Stamps and Remittances of Cash

Several instances have been noted recently of Postmasters forwarding requisitions for stamps and remittances of cash to the Stores Department.

Postmasters should note that stamp requisitions and remittances of cash must be forwarded to the Accountant, G.P.O. only.

### Post Office Boxes

Several offices have failed to forward a report of Post Office Boxes which was requested on page 371 of the Post Office Circular of the 18th August, 1938. These reports are necessary in order that the Head Office records may be completed in regard to Post Office Boxes at all offices. Postmasters will please see that the instructions given are carried out as quickly as possible.

### Duty Refunds

The following procedure is to be followed in making application for duty refunds:—

1. The addressee will apply to the local Postmaster.
2. The Postmaster will attach to the application a slip giving bill number, date of despatch from St. John's and amount of duty charged.
3. The Postmaster will forward the application together with the particulars to the Customs Department, G.P.O., St. John's.



4. The parcel, if it is to be returned, is to be sent by the Postmaster to the Head Postmaster, St. John's.

Applications addressed to the Headquarters of this Department, either by Postmasters or individuals, will be disregarded. Applications sent by the addressee otherwise than through the Postmaster will be disregarded. Applications not accompanied by full particulars as above will be disregarded.

Postmasters will please copy the above Notice neatly in ink, if a typewriter is not available, and exhibit it on the public side of their offices.

### Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of August, 1938:

	No. of Errors	No. of Orders Issued and Paid During August
Aguathuna .....	7	114
Argentia .....	5	138
Bell Island Mines .....	6	892
Bonavista .....	4	235
Buchans .....	5	1290
Chance Cove .....	4	32
Corner Brook .....	4	1187
Gambo .....	4	167
Glovertown .....	6	107
Lewisporte .....	4	207
Millertown .....	4	206
Norris' Arm .....	4	110
Roberts Arm .....	4	49
	—	—
	61	4734
	—	—

Total number of Orders Issued during August .....	17,630
Total number of Orders Paid during August .....	8,404

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26,034

Total number of Errors .....	233
Percentage of Errors .....	.89

i.e. nearly 9 Errors for every 1,000 Orders issued and paid.

Total number of figure Errors .....	152
Percentage of figure Errors .....	.58

i.e. nearly 6 Errors for every 1,000 Orders issued and paid.

### Money Order Sterling Rate of Exchange

As from the 1st November, 1938, the sterling rate of exchange on Money Orders drawn upon Great Britain and foreign countries, other than Canada and the U.S.A., will be reduced to \$4.87 for issuing and \$4.80 for paying. The following conversion tables should be used as from that date:—

Table D .....

Table B .....

Special care must be taken to use the proper table.

The Staff should also note that the conversion table "B" is to be used for paying British Postal Orders at their offices, i.e. the paying rate to be \$4.80 to the £1. These notes are payable at any money order office. British Postal Notes are issued only at the St. John's General Post Office, East End Branch Office and West End Branch Office, and these offices are given special instructions with regard to their issue.

## POST OFFICE



## CIRCULAR.

THURSDAY, 10th NOVEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENT

Quirpon ..... Miss Louise Roberts to be Postmistress and Telephone Attendant as from the 1st November, 1938.

## TRANSFER

X Argentia ..... Mr. R. L. Phippard, Messenger Assistant at Placentia, to be Postmaster at Argentia as from the 1st November, 1938.

## VACANCY

Placentia ..... Messenger Assistant. Salary \$180. per annum. Applications close the 15th November, 1938. Advertised locally.

## Changes in Office Status

Quirpon ..... The seasonal Wireless Office at Quirpon closed for the season on the 1st November, 1938. Traffic in future for Quirpon will circulate by telephone via Griquet.

✓ Millertown Junction ..... The Post Office at Millertown Junction has been removed from the Railway Agent and was installed in the residence of Mrs. A. J. Kirby, new Postmistress, on the 28th October, 1938. Traffic will circulate by telephone via Badger.

Closing Labrador Wireless Seasonal Offices

The following seasonal Wireless Offices closed for the season on the dates shewn:—

Offices at <u>Smokey and Grady, Labrador</u> .....	31st October	1938
Office at <u>Flat Islands, Labrador</u> .....	1st November	1938
Office at <u>Domino, Labrador</u> .....	2nd November	1938
Office at <u>Hawks Harbour, Labrador</u> .....	4th November	1938

## MAILS

## Cessation of Summer and Commencement of Winter Courier Services

Postmasters at the offices affected should note the cessation of Summer courier service and commencement of Winter services as indicated below:—

## ROUTE 1

## Summer Service to Cease

- (a) Holyrood to Colinet; (b) Salmonier to St. Mary's  
The last trip over both routes will be made on Tuesday, the 29th November.

## Winter Service to Commence

- (a) Holyrood to Salmonier; (b) Salmonier to St. Mary's; (c) Salmonier to Colinet  
The first trip will be made on Friday, the 2nd December, and every Tuesday and Friday thereafter until further notice.

## ROUTE 2

## Summer Service to Cease

- (a) Heart's Content to Whitbourne  
The last trip will be made on Wednesday, the 30th November.



10th November, 1938

- (b) **Heart's Content to Carbonear; (c) Heart's Content to Brownsdale**  
The last trip will be made on Monday, the 28th November.

**Winter Service to Commence**

- (a) **Whitbourne to Green's Harbour; (b) Heart's Content to Green's Harbour**  
The first trip will be made on Friday, the 2nd December, and every Wednesday and Friday thereafter until further notice.
- (c) **Heart's Content to Carbonear**  
The first trip will be made on Thursday, the 1st December and every Monday and Thursday thereafter until further notice.
- (d) **Heart's Content to Brownsdale**  
The first trip will be made on Friday, the 2nd December, and every Tuesday and Friday thereafter until further notice.

**ROUTE 3**

**Summer Service to Cease**

- (a) **Carbonear to Grate's Cove**  
The last trip will be made on Thursday, the 1st December.

**Winter Service to Commence**

- (a) **Carbonear to Ochre Pit Cove; (b) Old Perlican to Ochre Pit Cove; (c) Grate's Cove to Old Perlican.**  
The first trip will be made on Monday the 5th December, and every Monday and Thursday thereafter until further notice.

**ROUTE 4**

**Summer Service to Cease**

- (a) **Whitbourne to Bellevue**  
The last trip will be made on Wednesday, the 30th November.

**Winter Service to Commence**

- (a) **Norman's Cove to Railway; (b) Bellevue to Railway**  
The first trip will be made on Friday, the 2nd December, and every Friday thereafter until further notice.

**ROUTE 5**

**Summer Service to Cease**

- (a) **Clareville to Hickman's Harbour**  
The last trip will be made on Wednesday, the 30th November.
- (b) **Milton to Thoroughfare; (c) Thoroughfare to Deer Harbour**  
The last trip will be made on Thursday, the 1st December.

**Winter Service to Commence**

- (a) **Clareville to Britannia; (b) Britannia to Deer Harbour**  
The first trip will be made on Monday, the 5th December, and every Monday thereafter until further notice.
- (c) **Milton to Burgoynes Cove**  
The first trip will be made on Thursday, the 8th December, and every Thursday thereafter until further notice.  
Effective from Sunday, the 4th December, all mail for Britannia, Thoroughfare and Deer Harbour will be despatched via Clareville and not via Milton.

**ROUTE 6**

**Summer Service to Cease**

- (a) **Keels to Port Rexton**  
The last trip will be made as advised.

**Winter Service to Commence**

- (a) **King's Cove to Plate Cove; (b) Keels to King's Cove**  
The first trip will be made as advised.

**Foreign Mails**

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 10th November. Delivery should be effected in Montreal and New York on or about Monday, the 14th November. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St.

John's on the 15th November and arrive at Liverpool on the 21st November, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "BREMEN" due to sail from New York on the 16th November and arrive at Southampton on the 22nd November.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 13th November. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 16th November. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 18th November and arrive at Southampton on the 23rd November.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. Johns, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 15th November. Delivery should be effected in Montreal and New York on or about Saturday, the 19th November. Correspondence for Great Britain and Transatlantic countries will be forwarded by the S.S. "NOVA SCOTIA" but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

## TELEGRAPHS

### Travellers Collect Cards

Attention is drawn to the Notice to all Offices of the 9th May, 1934, reading as follows:—

"Travellers collect cards, authorising the acceptance of collect telegrams at any Postal Telegraph Office, may be obtained from the Chief Accountant, Department of Posts and Telegraphs, by firms having deposit accounts."

### Traffic

The total number of paid telegrams for October was 41,645, of which 1,692 were sent by the Priority Service. The total for October 1937 was 42,099.

The number of Service Messages for October was 6,505, as compared with 7,579 for October, 1937.

The number of D.H. messages for October was 1,595, as compared with 2,035 for October, 1937. Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The Public Message Service consisted of 11,882 words, which is the equivalent of 7,920 telegrams at the St. John's Head Office.

### Errors, Delays and Failures

In October there were 19 errors, 2 delays and 6 failures

#### ERRORS

Between	Bonavista and Port Union (Telephone) .....	1
"	Bonavista and Topsail .....	5
"	Manuels and Topsail .....	1
"	Fortune and Grand Bank .....	1
"	Grand Bank and Placentia .....	2
"	Campbellton (Relief Operator) and St. John's .....	1
"	Holyrood and St. John's .....	1
"	Pilley's Island and Campbellton .....	1
"	Englee and Campbellton .....	1
At	Grand Bank .....	1
"	Bay Bulls (Relief Operator) .....	1
"	St. John's (West End Post Office) .....	1
"	Deer Lake .....	2

#### DELAYS

At	Millertown Junction (Railway) .....	1
"	Princeton (Railway) .....	1



**FAILURES**

At	Garnish .....	1
"	Port Saunders .....	1
"	St. John's (1 of which not placed) .....	2
"	Wesleyville .....	1
"	Anderson's Cove .....	1

Fines were imposed on the following for errors in figures:—

Mr. J. Penwell, Grand Bank; Mr. C. B. D. Knight, Placentia; Mr. G. Bragg, Deer Lake.

And for failures of service on:

Mr. W. Marsh, Garnish; Mr. A. J. Currie, Port Saunders; Mrs. A. Spracklin, St John's; Mr. S. J. Ivany, St. John's; Miss Elizabeth Grandy, Wesleyville; Mrs. E. Osbourne, Anderson's Cove.

**ACCOUNTING****Errors in Accounting**

The following errors continue in Postmasters Reports:—

1. Not attaching **Duty Refunds (Form 1007) to Reports**  
Port Union.
2. Not attaching **names of Telephone Subscribers to Reports (Form 1016)**  
North Harbour, P.B.
3. Not signing **Reports, (Form 1016)**  
Port au Port.
4. Not entering **Duty Bill numbers on back of Report (Form 1016)**  
Chance Cove.
5. Not charging **Duty Bills received and not crediting (Form 1016) with Duty parcels transferred to other offices**  
Coomb's Cove.
6. Not entering **Duty Bill numbers on back of Remittances (Form 1045)**  
Lourdes.
7. Not sending in **monthly Reports (Form 1020)**  
St. Barbe, West Bay Centre.
8. Not entering **name of office on Reports (Form) 1016**  
Dunville; North Harbour, P.B.; St. John's, West.
9. Not making out **Remittance Forms in ink as specified (Forms 1045, 1046)**  
Burin North; Ramea.

**Corrections**

In the notice regarding requisitions for stamps and remittances of cash, it should be noted that the stamp requisitions must be forwarded to the Accountant, General Post Office, and remittance of cash must be forwarded to the Cashier, General Post Office, not to the Accountant as stated.

**Duty Refunds**

Under the above heading, on page 415 of the Post Office Circular of the 3rd November, 1938, Section 3, instructions are given that the Postmaster will forward the application (for duty refunds) together with the particulars to the Customs Department, General Post Office, St. John's. This should read to the Head Postmaster, General Post Office, St. John's.

These instructions do not conflict in any way with the instructions issued on page 153 of the Post Office Circular of the 19th August, 1937.

**Money Order Sterling Rate of Exchange**

The exchange rate for money orders drawn upon Great Britain and other countries except Canada and the U.S.A. is \$4.87 to the £1.

The exchange rate for paying is \$4.80 to the £1.

Table D .....	for issuing
Table B .....	for paying

# POST OFFICE



# CIRCULAR.

THURSDAY, 17th NOVEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## TRANSFERS

- ✓ Groais Islands ..... Mr. Geo. Bishop, Postmaster and Operator at Cook's Harbour, to be Postmaster and Operator at Groais Islands as from 9th November, 1938.
- ✓ Fortune Harbour ..... Miss Gladys M. Edwards, Postmistress and Operator at Cape LaHune, to be Postmistress and Operator at Fortune Harbour, as from 10th November, 1938.

## APPOINTMENT

- ✓ Cook's Harbour ..... Miss Mabel Genge to be Postmistress and Operator as from 7th November, 1938.

## RESIGNATION

- ✓ Lomond ..... Miss Edna M. Batten, Postmistress and Telephone Attendant, effective 15th December, 1938. Salary \$156. per annum. Applications close 1st December, 1938. Advertised locally.

## RETIREMENTS

- ✓ North Sydney Assorting Office .. Mr. Onslow Brown, Clerk, North Sydney Assorting Office, to retire on medical grounds on the 30th November, 1938.
- ✓ Eastport ..... Mr. Lewis Squire, Postmaster and Telephone Attendant, to retire the 31st December, 1938. Salary \$186. per annum. Applications close 20th December, 1938. Advertised locally.
- ✓ Jersey Harbour ..... Mr. J. R. Tibbo, Postmaster and Operator, to retire on medical grounds on the 30th November, 1938.

## VACANCY

Jersey Harbour ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 29th November 1938, for the position of Postmaster and Operator at Jersey Harbour. Salary \$360. per annum, unless the successful applicant is a female living in the settlement, in which case the salary will be \$300. per annum. Wireless qualifications are essential. Candidates desiring to offer themselves for the above vacancy must forward their applications through their immediate superior officers. Candidates must state their names in full, date of birth, educational qualifications, departmental experience, whether married or single, and the names of two persons outside the service to whom application may be made with reference to character. The successful candidate will be required to furnish a certificate of medical fitness.



## MAILS

### Return of Empty Mail Bags

There is reason to believe that Postmasters in the Outports are not carrying out the instructions which have appeared from time to time in the Post Office Circular regarding the return of empty mail bags to the General Post Office, St. John's, but are retaining at their office more than sufficient for their needs.

In view of the approach of Christmas and an anticipated increase in the mails at Head Office, it is particularly important that Postmasters return all surplus bags immediately. Any proven case of neglect in this regard will render the official liable to disciplinary punishment.

### Christmas Mails for Newfoundland Except St. John's

The latest times of posting in St. John's of mails addressed to various parts of Newfoundland in time for delivery by Christmas are as follows:—

- (a) **FOR PLACES ON THE MAIN LINE RAILWAY INCLUDING BONAVISTA BRANCH**  
Noon Tuesday, 20th December.
- (b) **FOR PLACES ON THE AVALON PENINSULA**  
9 p.m. Monday, 19th December, except Bell Island, which will be noon Thursday, 22nd December.
- (c) **FOR PLACES ON THE STRAITS OF BELLE ISLE ROUTE**  
By the first trip of the S.S. NORTHERN RANGER after the 1st December, closing date to be advertised.
- (d) **FOR PLACES ON THE S. W. COAST VIA S.S. GLENCOE**  
Noon Thursday, 8th December.
- (e) **FOR PLACES IN PLACENTIA BAY VIA S.S. HOME**  
9 p.m. Saturday, 10th December.
- (f) **FOR PLACES IN N. D. BAY NORTH AND SOUTH VIA S.S. CLYDE**  
Noon Tuesday, 13th December.
- (g) **FOR PLACES ON THE FOGO SERVICE VIA S.S. SAGONA**  
10 a.m. Saturday, the 10th December.

The above particulars refer to mail matter of all kinds (Letters, Cards, Printed Papers and Parcels).

In the event of serious interference with train and steamer services as a result of unfavourable weather conditions, mail posted "in time" on the basis of the above schedule may not actually be delivered until after the 25th December.

A Notice respecting Posting dates for delivery in St. John's will be published later.

### Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 17th November. Delivery should be effected in Montreal and New York on or about Monday, the 21st November. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF RICHMOND" due to sail from Montreal on the 24th November and arrive at Southampton on the 1st December, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE" due to sail from New York on the 26th November and arrive at Southampton on the 1st December.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 20th November. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 23rd November. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF RICHMOND" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "NORMANDIE."

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 22nd November. Delivery should be effected in Montreal and New York on or about Saturday, the 26th November. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 2nd December and arrive at Liverpool on the 8th December, but any letters endorsed "Via New York" will be forwarded for connexion with fast steamer, the particulars of which have not yet been advised.

## TELEGRAPHS

### Reduced Rates "Via Imperial Cables"

The following rates from Newfoundland via "Imperial Cables" came into effect the 1st November, 1938:—

	Full.	Cde.	Dfd.		N. L. T.
				25 words or less.	Each additional word
Tahiti .. ..	72c.	44c.	36c.	\$6.00	24c.
Makatea .. ..	76c.	46c.	38c.	6.34	25 1/3
Mangareva ..	76c.	46c.	38c.	6.34	25 1/3
Marquesas ..	76c.	46c.	38c.	6.34	25 1/3
Raiatea .. ..	76c.	46c.	38c.	6.34	25 1/3

Deferred and N.L.T. now admitted to Cook Islands via "Imperial."

## ACCOUNTING

### Requisitions for Stamps and Remittances of Cash

Notices on pages 415 and 420 of the Post Office Circular regarding requisitions for stamps and remittances of cash, are cancelled and the following substituted:

All requisitions for stamps and remittances of cash must be forwarded to the Cashier, General Post Office, St. Johns.

### Remittance of Cheques to Cashier or Bank

Postmasters who accept cheques in payment for money orders, stamps, etc., do so at their own risk if the cheque has not been certified by the Bank, on which it is drawn. A notice to this effect was published on page 160 of the Post Office Circular of the 19th August, 1937.

When, however, cheques are accepted by the Postmaster and forwarded as part of his remittance to the Cashier, G.P.O. St. John's, or to the Bank, if the remittance must be made to the Bank, he should take great care to see that he stamps the office name on the back of the cheque clearly with his office stamp.

This precaution is necessary to ensure the crediting of the cheque to the proper office. It also saves time at Head Office and the Bank who have to write on the back of the cheque the office from which it came.

An instruction to this effect, which applies to Government, as well as private cheques, was issued on page 404 of the Post Office Circular of the 13th October, 1938.



## Stolen Canadian Postal Money Order Forms

Winnipeg, Postal Station "D," Manitoba, ... Nos. 5683-5800 inclusive

## Stolen United States Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:—

Sennett, N.Y. ....	Nos. 33379 to 33400 inclusive
Orkney Springs, Va. ....	Nos. 17013 to 17200 inclusive
Banning, Ga. ....	Nos. 27154 to 27400 inclusive
Centereach, N.Y. ....	Nos. 21805 to 22000 inclusive
.....	and Nos. 23001 to 23200 inclusive
Eatontown, N.J. ....	Nos. 114643 to 114800 inclusive

The above Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937.

## Stolen Canadian Postal Notes

The following Postal Notes are reported stolen from the Canadian Post Office of Woodside, Manitoba:—

X 2-308091- 20	C 8-017252- 55	G 4-300246- 50
N 7-625948- 50	A 6-130508- 10	D 8-050161- 65
I 7-439742- 45	P13-328380-	A 6-294596- 600
E15-254416- 20	L11-154803- 05	R 9-015297- 300
B10-274456- 60	F 7-154231- 35	M20-096976- 80
S18-331786- 90		

The above Postal Notes, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 193 of the Post Office Circular of the 30th September, 1937.

## Stolen United States Postal Money Order Forms Recovered

The following U.S.A. Money Order Forms reported stolen, have now been recovered:—

Shellmon, Ga. ....	Nos. 225598-225600 inclusive
Archie, Mo. ....	Nos. 72201- 72600 inclusive

## Stolen Canadian Postal Money Order Forms Recovered

The following Canadian Postal Money Order Forms reported stolen have now been recovered:—

Bolton, Ont. ....	Nos. 1695-2200 inclusive
-------------------	--------------------------

## Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is \$4.87 to the £1.

The exchange rate for paying is \$4.80 to the £1.

Table D .....	For Issuing
Table B .....	For Paying

# POST OFFICE



# CIRCULAR.

THURSDAY, 24th NOVEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## MAILS

### Winter Courier Services

From the 1st January, 1939, to 30th April, 1939, and if necessary to 15th May 1939

The following Winter Courier Services will be in operation for the period named above:—

- (1) BONNE BAY TO ENGLEE SECTION.
- (2) HAMPDEN TO ENGLEE SECTION.

The distribution offices, together with a list of offices for which these distribution offices serve as a distribution point, are given below for these two main services:—

**(1) BONNE BAY.**

**LOMOND.**

**NORRIS' POINT.**

**PARSONS' POND.**

**BELLBURNS.**

**PORT AUX-CHOIX.**

**BRIG BAY.**

**FLOWER'S COVE.**

**LOCK'S COVE.**

Papers, Parcels and Letters  
**ST. ANTHONY**

**ST. ANTHONY MISSION.**  
**CONCHE.**

Parcels, Papers and Letters.

**(2) VIA MCGREGOR**  
**HAMPDEN.**

**ENGLEE.**

Birchy Head, Trout River, Chimney Cove, Noddy Point, Curzon Village, Shoal Brook, Birchy Head, Silverton, Glenburn, Woody Point.

Stanleyville.

Rocky Harbour, Sally's Cove, Cow Head, Gad's Harbour, Neddy Harbour, Lobster Cove, Green Point, Baker's Brook, St. Paul's, Broom Cove.

Daniels Harbour, Portland Creek.

Port Saunders, River of Ponds, Spirit Cove, King's Cove, Kepple Island.

New Ferrole, Gargamelle, Barr'd Harbour, St. John's Bay, Doctor's Brook, Shoal Cove West, Reefs Harbour, Bartlett's Harbour, Castor River, St. John's Island, Point Riche.

Current Island, St. Barbe, Old Ferrole, Bird Cove, Darby's Tickle, Plum Point, Blue Cove, Chauker's Cove, Pond Cove, Pidgeon Cove, Forristers Point, Jenivieve, Black Duck Cove.

Anchor Point, Gengeville, Shoal Cove, Bear Cove, Salvage Cove, Green Island Brook, Mistaken Cove, Eddies Cove, Big Brook, Green Island Cove, Boat Harbour, Nameless Cove, Cook's Harbour, Cape Norman.

Ireland Bight, St. Juliens, Fishot, N. W. Point.

St. Anthony Bight, St. Carole, Great Braha, Little Braha, St. Lunaire, (Griquet, Raleigh, Cape Onion, Ship Cove, Ha.Ha.) Quirpon, Cape Bauld, Goose Cove, Noddy Cove, Lance au Medee, Noddy Bay.

Croc, Grouse, Pillars Bight, Groais Island, Englee, Canada Bay, Canada Harbour, Grandois.

Canada Harbour and Canada Bay (letters only), Brown's Cove, Sop's Arm, Sop's Island, Jackson's Arm, Coney Arm, Cat Arm, Great and Little Harbour Deep, Duggans Cove, Williamsport, Whooping Harbour. (All classes of mail).

Conche and Groais Island (Letters only).



## Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 24th November. Delivery should be effected in Montreal and New York on or about Monday, the 28th November. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 2nd December and arrive at Liverpool on the 8th December, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 2nd December and arrive at Southampton on the 7th December.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 27th November. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 30th November. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY."

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 29th November. Delivery should be effected in Montreal and New York on or about Saturday, the 3rd December. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND", but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

## TELEGRAPHS

### Christmas and New Year Greeting Service

The Christmas and New Year Greeting Service will be put into operation again this year under the rules and regulations set down in the Post Office Circular of the 2nd December, 1927.

There have been some changes in the fixed text messages and the number to choose from is nineteen this year as compared with seventeen last year.

It has come to the notice of the Department that at some offices last year only fixed text messages were delivered on the decorative form. It should be noted that **ALL** Greeting messages, whether of fixed text or sender's own composition, must be delivered on the special Greeting forms enclosed in the Greeting Envelope.

### Acceptance

Christmas and New Year Greeting Telegrams of fixed text will be accepted at all Postal Telegraph and Telephone Offices throughout Newfoundland at special rates as from 9 a.m. 14th December, to 6 p.m., 6th January inclusive, for all parts of Newfoundland, Battle Harbour, Cartwright and Hopedale, Laorador, Great Britain, Canada, United States and Europe.

Messages of **fixed text** will not be accepted for **Newfoundland points** on 24th December, except those **HANDED IN ON REPLY BLANKS** or are genuine replies. This is absolutely essential in order to avoid last minute filing and to prevent heavy congestion of circuits on this date.

The nineteen prepared messages shewn below are available to all the countries mentioned above:—

1. A Merry Christmas and a Happy New Year.
2. Very Merry Christmas to you. Same old wish, always new.
3. Best wishes for a Merry Christmas and a Happy New Year.
4. Love and best wishes for Christmas and the New Year.
5. Love and best wishes for Christmas and the New Year to all at home.
6. Love and best wishes for Christmas and the New Year from all at home.
7. A very Merry Christmas and Happy New Year to you and yours.
8. We all join in sending love and Season's Greetings.

9. May health and happiness be yours at Christmas and throughout the New Year.
10. I wish I might be with you to wish you in person a Merry Christmas and a Happy New Year.
11. Love and best wishes for a Happy New Year.
12. Many thanks for your good wishes, reciprocate heartily.
13. Best wishes for a happy and successful New Year.
14. Wishing you all good cheer and a Happy New Year.
15. Your good wishes are heartily reciprocated. May the New Year bring you all prosperity.
16. To our friends overseas we send best wishes for a Merry Christmas and a Happy and successful New Year.
17. At this festive season we would express appreciation of the cordial relations between us and extend to you our best wishes for the New Year.
18. We are thinking with pleasure of our mutual relations during the year which has passed and beg to extend to you our best wishes for the New Year.
19. Thanking you for agreeable business relations during the year which has passed, we beg to extend to you our best wishes for the New Year.

The signature is limited to three words.

Telegrams with fixed text should carry the indicator GTG, followed by the number of the message selected in place of the check.

The date and time of acceptance should be noted on the office copy at the filing office, but should not be transmitted on messages destined to Newfoundland points.

Fixed text messages for Labrador and other external points will shew the date for checking purposes, but not the filing time.

In addition to English, other languages are authorised for use in such messages. Where it is requested that a message be delivered in some language other than English the sender's choice of language will be shewn before the number of the message selected thus "French 4" or "Italian 6."

Messages for Great Britain and Ireland must carry full mailing addresses. Such messages will be mailed from the nearest cable office.

Greeting messages of sender's own composition will be accepted at full rate for points in Newfoundland and Labrador and will be delivered on the decorative form.

Messages of sender's own composition will be accepted at all Postal offices for points in Great Britain, the United States and practically all parts of the World at the special rates shewn elsewhere. The indicator XLT will appear as the first word in the address and will be counted and charged for accordingly.

## Transmission

Greeting Messages will be subject to no artificial delay and should be sent in order of acceptance as far as possible.

While every effort will be made to expedite this class of message so that delivery will be made on or before the appropriate holiday, full paid traffic and commercial messages serving business interests must not be subordinated to it.

The filing time and date shewn on the office copy at the point of origin will not be transmitted on Newfoundland messages, but the date will be transmitted on messages for Labrador and places outside Newfoundland for checking purposes.

## Delivery

Special forms and envelopes will be mailed to all Post Offices, Telegraph and Telephone Offices throughout Newfoundland which must be used in the delivery of greeting messages.

It is the Department's aim as far as possible to deliver every greeting message on a special greetings form. If any office uses up its supply of forms it must use ordinary telegraph forms.



Messages should be typed at offices where there are typewriters. Where typewriters are not available the message should be written in ink in plain, neat handwriting. Messages must not be delivered written in pencil.

### Miscellaneous

For checking purposes messages of fixed text handed in on any date up to and including 31st December will be treated as if filed on 31st December. Those filed between 1st January to 6th January inclusive will be checked as if filed on the latter date.

To provide for the anticipated increase of traffic more forms have been mailed to the different offices than was used last year, but if any office runs out of forms those left over from last year should be used.

Posters advertising the greeting service will be mailed to all offices. Larger offices will receive extra copies to be distributed to the Hospitals, Hotels and business places.

### Christmas and New Year Rates.

#### Fixed Text Messages

Between all points in Newfoundland ..	15 cents
To Battle Harbour, Cartwright and Hopedale (Labrador) ...	30 "
To all points in the United States ...	65 "
To Ontario and points East of Ontario (Canada) ...	65 "
To Manitoba and points West of Manitoba (Canada) ...	80 "
To Great Britain, Ireland, France and other European countries .	\$1.10 "

#### Messages of Sender's Own Composition

Messages of sender's own composition to Great Britain, Ireland and all parts of the British Empire except Canada, ten word minimum, in which the indicator XLT address and signature is counted, 80 cents and 7 cents for each additional word.

To practically all countries in Europe, Asia, Africa, etc., at one third the respective full rate at a ten word minimum, including the indicator, address and signature.

NOTE: For such messages of more than ten words the cost will be computed by multiplying the number of words by the full (ordinary) rate and dividing the result by three. If fractions of  $\frac{1}{3}$  or  $\frac{2}{3}$  result they should be rounded up to the next whole cent.

To all points in the United States fifteen word minimum, 80 cents and 4 cents for each additional word. The indicator, address and signature are not counted.

The ten cent Government tax is included in the rates quoted above to external points.

### ACCOUNTING

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A., is \$4.87 to the £1.

The exchange rate for paying is \$4.80 to the £1.

Table D...	For Issuing.
Table B...	For Paying.

# POST OFFICE



# CIRCULAR.

THURSDAY, 1st DECEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENTS

- Twillingate ..... Miss May House to be Assistant as from 1st November, 1938.
- St. Jones' Within ..... Mrs. W. Robbins to be Postmistress and Telephone Attendant as from 1st December, 1938.
- ✓ Norris' Point ..... Miss Maude Kennedy ✓ to be Postmistress and Operator as from 1st December, 1938.
- Tilting ..... Mr. Patrick McGrath to be Postmaster and Telephone Attendant as from 24th November, 1938.
- Placentia ..... Mr. Clement O'Keefe to be Messenger Assistant as from 1st December, 1938.

## PROMOTIONS

- Twillingate ..... Miss Amelia Anstey, Assistant, to be Postmistress, as from 1st November, 1938.
- ✓ Bonne Bay ..... Mrs. Ruby Roberts, Assistant, to be Postmistress and Operator as from 1st December, 1938.

## TRANSFERS

- ✓ Englee ..... Mr. W. E. Noseworthy, Postmaster Harbour Deep, to be Postmaster and Operator at Englee, as from 1st December 1938.
- ✓ Bonne Bay ..... Miss May Kennedy, Postmistress and Operator Norris' Point, to be Assistant at Bonne Bay as from 1st December, 1938.

## RETIREMENT

- ✓ Bonne Bay ..... Mr. Selby Pike, Postmaster and Operator, ceased to be employed as from 17th July, 1938.

## CHANGE OF NAME

- WINDSOR ..... By Act of the Commission of Government (No. 48 of 1938) the settlement heretofore known as GRAND FALLS STATION has been incorporated as a town and renamed WINDSOR.

Postmasters should make the necessary changes in the list of Money Order Offices, page 56 of the Post Office Circular of the 18th February, 1937, and in the list of Telegraph Offices, page 255 of the Post Office Circular of the 27th January 1938.



## MAILS

## Winter Courier Services

From the 1st January 1939 to 30th April 1939, and if necessary to 15th May, 1939.

The following Winter Courier Services will be in operation for the period named above:—

- (1) BADGER TO SEAL COVE SECTION.
- (2) BISHOP'S FALLS-BOTWOOD SECTION.
- (3) NORRIS' ARM SECTION.
- (4) EXPLOITS SECTION.

The distribution offices, together with a list of offices and settlements for which these distribution offices serve as a distribution and circulating point, are given below for these four main sections:—

- |                                   |  |
|-----------------------------------|--|
| (1) BADGER FORWARD.               | Sunday Cove Island, Port Anson, Wellman's Cove, Miles Cove, Roberts Arm.   |
| SPRINGDALE.                       | Boot Harbour, Mansfield Cove, Woodford's Arm, Halls Bay, Paddicks Bight.   |
| PILLEY'S ISLAND.                  | Badger Bay, Triton, Brighton (Dark Tickle), Beaumont North, (Ward's Harbour) Beaumont (Cutwell), Heads Harbour, Lush's Bight, Cards Harbour, Long Island, Great Triton, St. Augustine. |
| LITTLE BAY ISLANDS<br>LITTLE BAY. | Little Ward's Harbour, St. Patrick's, Wild Bight, Brookside, Woodford's Cove, S. W. Arm, Mansfield Point.  |
| KING'S POINT.                     | Rattling Brook, Jackson's Cove, Harry's Harbor, Three Arms, Silverton, Silverdale, Southern Arm, Nickey Noses Cove, Langdon's Cove.  |
| BURLINGTON.                       | Middle Arm, N. W. Arm, Baie Verte, Coachman's Cove, Fleur de Lye.  |
| NIPPER'S HARBOUR                  | Eastern Stocking Cove, Rouge's Harbour, Pacquet, Woodstock, Ming's Bight, Handy Harbour, Indian Burying Place.   |
| TILT COVE.                        | Snook's Harbour, Round Harbour, N.B. Bay; Shoe Cove, Shoe Cove Bight, Gull Island, Caplin Cove.  |
| LASCIE.                           | Brent's Cove, Harbour Round or Round Cove, Horse Island.   |
| SEAL COVE.                        | Westport, Western Arm, Wild Cove, Western Cove, Bear Cove, Hauling Point, Purbeck Cove, Plumbly Cove, Big Cove, Grandy Island.   |
| (2) BISHOP'S FALLS.               | Bishop's Falls Station, Rattling Brook.  |
| BOTWOOD.                          | Philip's Head, Point of Bay, Charles Brook, Northern Arm, Cottrells Cove, New Bay, Indian Point, Peters Arm.   |
| POINT LEAMINGTON.                 | Leading Ticks East and West, Thimble Ticks, Osmonton, Winter House Cove, S. W. and N. W. Arm, Paradise, Lock's Harbour, Glover Harbour, Gulls Island.                                  |
| FORTUNE HARBOUR.                  | Fleurys Bight, Waldron's Cove, Webber's Cove.  |
| (3) NORRIS' ARM.                  | Laurenceton, Burnt Arm.  |
| (4) EXPLOITS.                     | Swan Harbour, Samson's Island, Black Island, Kiers Cove.   |

## Final Sailings of Coastal Steamers

Below are given the final sailings of Coastal Steamers for season, subject to ice conditions:

**GREEN BAY** . . . . . "CLYDE" will make last trip for season leaving Lewisporte Friday, 23rd December.

**NOTRE DAME BAY** . . . . "CLYDE" will leave Lewisporte Wednesday, 28th December, making regular ports, and will leave last port of call for St. John's direct.

**ST. JOHN'S-  
HUMBERMOUTH** . . . . . "NORTHERN RANGER" will leave St. John's on last trip for season on Thursday, 15th December, and, if ice conditions permit, will return from Humbermouth northward to St. John's.

**FOGO** . . . . . "SAGONA" will leave St. John's on last trip for season on Thursday, 29th December.

## Foreign Mails

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 1st December. Delivery should be effected in Montreal and New York on or about Monday, the 5th December. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NEWFOUNDLAND" due to sail from St. John's on the 2nd December and arrive at Liverpool on the 8th December, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "HAMBURG" due to sail from New York on the 6th December and arrive at Southampton on the 14th December.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m., for despatch, same day, on Sunday, the 4th December. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 7th December. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion by the S.S. "DUCHESS OF YORK" due to sail from Halifax on the 10th December and arrive at Greenock on the 16th December, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 10th December and arrive at Southampton on the 15th December.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 6th December. Delivery should be effected in Montreal and New York on or about Saturday, the 10th December. Correspondence for Great Britain and Transatlantic countries will be forwarded for despatch by the S.S. "DUCHESS OF YORK" but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "BREMEN" due to sail from New York on the 13th December and arrive at Southampton on the 19th December.

Attention is drawn to the fact that the sailing of the S.S. "NEWFOUNDLAND" scheduled for the 2nd December, will be the last despatch of parcel mail to Great Britain in time for delivery before Christmas.

## TELEGRAPHS

### Errors, Failures and Delays

The fines advertised in the Post Office Circular of the 10th November as being imposed on Mrs. A. J. Spracklin and Mr. S. J. Ivany of St. John's for failure of service have been cancelled.

## Labrador Wireless Station Closed

The seasonal Wireless Station at Fishing Ship's Harbour, Labrador, closed on the 5th November, 1938.



## ACCOUNTING

### Re-introduction of Money Order Facilities

Money Order and C.O.D. facilities will be reintroduced in the Post Office at Leading Tackles West on the 1st of December, 1938.

### Commission on Money Orders Drawn on U. S. A.

As from the 1st December, 1938, the scale of commission on Money Orders drawn for payment at offices in the United States of America will be as follows:—

Amount of Order		
Any amount up to \$5.00	.....	10 cents
\$ 5.01 to \$ 10.00	.....	20 cents
10.01 to 20.00	.....	35 cents
20.01 to 30.00	.....	50 cents
30.01 to 40.00	.....	65 cents
40.01 to 50.00	.....	80 cents
50.01 to 60.00	.....	95 cents
60.01 to 70.00	.....	\$1.10 cents
70.01 to 80.00	.....	1.25 cents
80.01 to 100.00	.....	1.50 cents

Postmasters should be careful to apply the new rates of commission on the date mentioned. Notification has already been sent to all offices by telegraph.

With the introduction of this new scale of commission the restriction upon the amount of orders issued for payment in the United States, as laid down on page 367 of the Post Office Circular, will be abolished.

### Special Requisitions for Postage Stamps

In view of the increase of posting which will take place during the Christmas season Postmasters should examine their existing stocks of stamps in order to ensure that sufficient stamps will be on hand to supply the demands of the public during this period.

A special requisition for increased supplies required should be forwarded to Headquarters marked "Christmas Supply." The increase in stamp credit will be allowed up to, and including, the 15th January 1939.

### Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U. S. A. is \$4.87 to the £1.

The exchange rate for paying is \$4.80 to the £1.

Table D	.....	For Issuing.
Table B	.....	For Paying.

# POST OFFICE



# CIRCULAR.

THURSDAY, 8th DECEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## MAILS

### Winter Courier Services

From the 1st. JANUARY, 1939 to 30th. APRIL, 1939, and if Necessary to 15th. MAY 1939.

The following Winter Courier Services will be in operation for the period named above:—

#### LEWISPORTE, NOTRE DAME BAY SOUTH AND FOGO DISTRICT.

The distribution offices, together with a list of offices and settlements for which these distribution offices serve as a distribution and circulating point, are given below:—

Lewisporte Railway.....	Farmers Arm, Beaver Cove, Horwood, Carter's Cove, Summerford, Boyd's Cove, Port Albert, Salt Pans, (Friday's Bay), Comfort Cove, Beaverton, Victoria Cove, Newstead, Strong's Island.
Lewisporte .....	Brown's Arm, Embree (Salt Pond), Stanhope (Scissors Cove), Little Burnt Bay.
Loon Bay .....	Birchy Bay.
Campbellton .....	Michaels Harbour.
Exploits .....	Swan Harbour, Samson's Island, Black Island, Kiers Cove.
Moreton's Harbour.....	Western Head, Tizzard's Harbour, Cottles Island, Trump Island, Whales Gulch, Bridgeport.
Twillingate .....	Little Harbour, Purcells Harbour, Smooth Cove, Black Duck Brook, Kettle Cove, Manuels Cove, Gillards Cove, Bluff Hd. Cove, Ragged Point, Robins Cove, Harts Cove, Jenkins Cove, Sandy Cove, Back Harbour, Gilesport (Durrells Arm).
Herring Neck .....	Pike's Arm, Cobb's Arm, Green Cove, Two Good Arm, Salt Harbour, Marritts Harbour, Lukes Arm, Indian Cove.
Change Island, Seldom Come By.....	Indian Islands, Stag Harbour, Perry's Island, Cann Island.
Fogo.....	Island Harbour, Seal Cove, Back Cove, Sergeant's Cove, Eastern Tickle, Lions Den, Tilting, Shoal Bay.
Joe Batt's Arm .....	Barr'd Island.
Gander Bay.....	Main Point, Man Point, Fredericton, Clarke's Harbour, Wing Point.
Carmanville.....	Noggin Cove, Ladle Cove, Apsey Cove, Alder Harbour, Rocky Harbour.
Musgrave Harbour.....	Penguin Island, Peckfords Island, Wadham Island, Doting Cove, Ragged Harbour.



## Winter Courier Services

Immediately after the Coastal Steamers have finished their 1938 schedule the Winter Courier Services will commence.

The Postmaster at each starting point will be notified of the name and route of each contractor.

Mails will be despatched from St. John's on Railway connecting points on Mondays except in the case of Laurenceton, which will be despatched to Norris' Arm on Thursdays.

All offices will be notified by the Public Telegraph Despatch when the first mail for any route will leave St. John's. They should then advise the couriers and have them make arrangements to commence the Winter services. An outward mail must be taken by the first trip of the courier unless there has been a despatch by steamer on or about the same date.

Owing to the unreliability of weather and travelling conditions it is not possible to set any definite schedule for the Winter Courier Services. Couriers must, however, make proper connexions at Railway points and also, in the case of connecting courier services, with each other. Whenever a courier takes an inward mail to an office he must take an outward mail on his return journey and if necessary must wait at his connecting point to receive the outward mail from the connecting courier. The distribution points for the Winter of 1939 will be the same as those for 1938.

When one courier is due to start from a distribution point immediately after the arrival of another courier, mails for onward conveyance to other offices must be assorted and despatched before those for distribution in the settlement. Postmasters at these connecting distribution points must not allow any representations from the public in their own settlements to interfere with the proper carrying out of this instruction.

It is the duty of each Postmaster to see that the courier has provided proper and sufficient coverings for the protection of the mail against damage by water and weather conditions. If the courier has not made this provision the Director of Postal Services should be notified.

Couriers should be advised that their contracts must be signed and the signature witnessed and returned to the Director of Postal Services by the first mail after their receipt.

All bills for courier services must be certified by the Postmaster and forwarded to the Director of Postal Services at the end of each month. If Postmasters have not the proper courier bills on hand they should apply to the Stores Department, General Post Office, St. John's for them.

Not more than a dozen courier bills are required each year by any Postmaster, unless there is more than one courier operating from his office, in which case he may require a dozen bills for each courier.

## Mail must be clearly date-stamped

Postmasters must be careful to see that all mail despatched from their office bear a clear impression of the office date-stamp. It is necessary, therefore, that at all times, and during the period of Christmas pressure particularly, their date-stamps, should be kept properly cleaned and stamping pads well inked so that a clear impression of their date-stamp will appear upon each item of mail posted. Postmasters will find that it will assist them in obtaining clear impressions if they use, in the manner directed, the rubber stamping pads which were recently sent to all offices.

## Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday the 8th. December. Delivery should be effected in Montreal and New York on or about Monday the 12th. December. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S. S. "DUCHESS OF RICHMOND" due to sail from Halifax on the 14th December and arrive at Southampton on 21st. December, but any letters endorsed via "New York" will be forwarded for connexion by the S.S. "BREMEN" due to sail from "New York" on the 14th December and arrive at Southampton on the 19th December.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch same day, on Sunday the 11th. December. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday the 14th. December. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S. S. "DUCHESS OF RICHMOND", but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "QUEEN MARY" due to sail from New York on the 16th December and arrive at Southampton on the 21st. December.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday the 13th. December. Delivery should be effected in Montreal and New York on or about Saturday the 17th. December. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S. S. "ASCANIA" due to sail from Halifax on the 18th. December and arrive at Plymouth on the 25th. December. but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "PRESIDENT HARDING" due to sail from New York on the 21st December and arrive at Southampton on the 29th December.

## ACCOUNTING

### Duty Refunds

Postmasters should note that the instruction on the Duty Cash Refund Notice (Form No. 1007), reading "Take his receipt on that copy in the space provided, and send it to the Cashier at Head Office with your next remittance" is now cancelled. Duty cash refund notices paid, must in future be forwarded attached to Form No. 1016 as directed on that form.

### Endorsement by mark not witnessed

Paid Money Orders are being received with accounts from various Post Offices on which  
his or her  
the endorsement made by mark ☒ has not been witnessed.  
mark

Endorsements by mark must in all cases be witnessed by another person other than the one who has written the endorsement. This means therefore that there must be two witnesses to the mark of the payee.

### Issue Sheet not correctly written up

Considerable trouble is caused by Postmasters who, when entering amounts in their Money Order issue sheets, neglect to extend the amount to the proper distribution column.

Money Orders issued on Canada and the U.S.A. are often entered under Newfoundland, necessitating a correction of the entry and total of each column by the Accounts Office.

The distribution columns are placed on issue and paid sheets for accounting purposes, and great care should be taken to see that the Money Orders are properly distributed.



### Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of September, 1938.

	No. of Errors	No. of Orders Issued and Paid During September
Bloomfield .....	5	22
Botwood .....	8	455
Buchans .....	7	1288
Chance Cove .....	4	31
Gambo .....	4	157
Grand Falls .....	5	1247
Harcourt .....	4	23
Lewisporte .....	5	246
Newfoundland Airport .....	4	408
Nipper's Harbour .....	4	95
Pinchard's Island .....	5	10
St. Brendans .....	4	64
Victoria .....	5	57
	64	4103

Total number of Orders issued during September ... 18,310

Total number of Orders Paid during September ... 7,934

Total ... 26,244

Total number of errors ... 237

Percentage of Errors ... .91

i.e. approximately 9 errors for every 1000 orders issued and paid.

Total number of figure errors ... 154

Percentage of figure errors ... .59

i.e. approximately 6 errors for every 1000 orders issued and paid.

### Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is \$4.87 to the £1.

The exchange rate for paying is \$4.80 to the £1.

Table D ... For Issuing

Table B ... For Paying

# POST OFFICE



# CIRCULAR.

THURSDAY, 15th DECEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## APPOINTMENTS

- ✓ Harbour Deep ..... Mr. E. Norman, to be Postmaster and Operator as from 19th November, 1938.
- ✓ Cape LaHune ..... Mr. A. Williams to be Postmaster and Operator as from 18th November, 1938.
- Richards Harbour ..... Mrs. Minnie Simms to be Postmistress as from 1st January, 1939.

## RETIREMENTS

- St. John's G. P. O. .... Mr. D. J. Galway, Grade III Clerk, Parcel Post Depot, to retire 31st December, 1938, having reached the age limit. Mr. Galway entered the service in May 1923.
- ✓ Pushthrough ..... Mr. Thomas Fudge, Postmaster and Operator, to retire 31st December, 1938, on medical grounds. Mr. Fudge entered the service in December, 1928.

## RESIGNATIONS

- Corner Brook ..... Mr. O. H. March, Messenger, effective 8th December, 1938. Salary \$180. per annum. Applications close 27th December, 1938. Advertised locally.

## VACANCIES

- ✓ Pushthrough ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 17th January, 1939, for the position of Postmaster and Operator at Pushthrough. Salary \$360. per annum, unless the successful applicant is a female living in the settlement, in which case the salary will be \$300. per annum. Wireless qualifications are essential. Candidates desiring to offer themselves for the above vacancy must forward their applications through their immediate superior officers. Candidates must state their names in full, date of birth, educational qualifications, departmental experience, whether married or single, and the names of two persons outside the service to whom application may be made with reference to character. The successful candidate will be required to furnish a certificate of medical fitness.

## NEW OFFICE OPENED

- Richards Harbour ..... A Post Office will be opened at Richards Harbour on the 1st January, 1939. The office will handle all classes of Postal business except Money Order and C.O.D. business. The nearest Money Order Office will be Rencontre West.



## Payment of Salary and Pension Cheques

Salary and Pension cheques for December will be issued on Friday, the 16th December, 1938.

## Meteorological Stations

As from 30th November, 1938, the Meteorological Station at Botwood has been transferred to the Newfoundland Airport.

## MAILS

### Winter Courier Services

FROM THE 1st JANUARY 1939, to 30th APRIL 1939, AND IF NECESSARY TO 15th MAY 1939

The following Winter Courier Services will be in operation for the period named above:--

- (1) **BONAVISTA BAY NORTH VIA GAMBO TO LUMSDEN.**
- (2) **BONAVISTA CENTRE VIA ALEXANDER BAY STATION TO GOOSEBERRY ISLAND.**

The distribution offices, together with a list of offices and settlements for which these distribution offices serve as a distribution and circulating point, are given below:—

- (1) **GAMBO-MIDDLE BROOK** . . . . . Dark Cove.
- HARE BAY** . . . . . Wellington.
- TRINITY, B.B.**
- WAREHAM** . . . . . S.W. Arm, Indian Bay.
- FAIR ISLANDS** . . . . . Deer Island, Braggs Island, Green Island, Sidney Cove, Silver Hare Island, Burnt Islands, Silver Fox Island, Wings Island.
- SAFE HARBOUR** . . . . . Northwest Arm, Newport, Shamblers Cove, Port Nelson (Loo Cove).
- BADGERS QUAY** . . . . . Valleyfield, South West Island, Tinkers Island, Pools Island, Gross Cove.
- WESLEYVILLE** . . . . . Pound Cove, Templeman, Brookfield.
- NEWTOWN** . . . . . Pinchards Island, Cape Island, Cape Cove (Cape Freels), Cabot Island, Northern Cove.
- GREENSPOND** . . . . . Puffin Island, Newells Cove, Ship Island, Wings Island.
- LUMSDEN** . . . . . Lumsden North and South, Deadman Bay and Northern Cove, Cat Harbour.
- (2) **GLOVERTOWN** . . . . . Angle Brook, Saunders Cove, Rosedale.
- TRAYTOWN** . . . . . Culls Harbour.
- EASTPORT** . . . . . St. Chad's, Burnside (Squid Tickle), Hollett's Cove, Salvage Bay, Sandy Cove, Happy Adventure.
- SALVAGE** . . . . . Little Denier, Bishop's Harbour, Sailors Island, Bloomclose.
- FLAT ISLAND** . . . . . Cowards Island, North Island.
- ST. BRENDANS** . . . . . Shalloway Cove, Gooseberry Island.
- PORT BLANDFORD** . . . . . Bunyans Cove, Charlottetown.

## Foreign Mails

Correspondence for Great Britain, Canada, the U.S.A. and Foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 15th December. Delivery should be effected in Montreal and New York on or about Monday, the 19th December. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "ASCANIA" due to sail from Halifax on the 18th December and arrive at Plymouth on the 25th December, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "HANSA" due to sail from New York on the 21st December and arrive at Southampton on the 29th December.

The connexion by the S.S. "ASCANIA" can only be possible if the S.S. "CARIBOU," due to arrive at North Sydney on Saturday morning, the 17th December, makes connexion with the Halifax train that morning. If this connexion is not possible Transatlantic mails will connect with the S.S. "MONTROSE" due to sail from Halifax on the 24th December and arrive at Greenock on the 31st December.

Correspondence for Great Britain, Canada, the U.S.A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 18th December. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 21st December. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "MONTROSE" due to sail from Halifax on the 24th December and arrive at Greenock on the 31st December, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE" due to sail from New York on the 26th December and arrive at Southampton on the 31st December.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 20th December. Delivery should be effected in Montreal and New York on or about Saturday, the 24th December. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 27th December and arrive at Liverpool on the 2nd January, 1939, but any letters endorsed "Via New York" will be forwarded for connexion by the S.S. "NORMANDIE."

## TELEGRAPHS

### Greeting Messages Filed After 31st December Should Show the Filing Date

Under the heading "Miscellaneous", Page 428 of the Post Office Circular, 24th November, the second sentence in the first paragraph should be corrected to read:—

"Those filed between 1st January to 6th January inclusive should show the filing date, but will be accounted for as if received on the 6th January."

This is necessary to prevent delayed undated greeting messages filed in December, and in transit after closing hour on the 31st December, from being mixed with those filed between January 1st and 6th and thereby causing confusion in the checking offices.

## Cable Notices

The following notices have been received from the Commercial Cable Company:—

"Effective immediately Berne advises code is now admitted to and from Czechoslovakia."

"We are now advised that restrictions on code addresses to Hankow no longer apply."

## Changes in Cable Rates

Effective 15th December, 1938:

	ORD.	LC.	CDE.
FERNANDO P. O. ....	85c.	43c.	51c.
SPANISH GUINEA ....	85c.	43c.	51c.

Effective 1st January, 1939:

	ORD.	LC.	CDE.
POLAND ....	27c.	13½c.	<del>16c.</del> NLT Admitted.

17d L. p 491



## ACCOUNTING

### Bills for Payment

The attention of all Postmasters is drawn to the following instructions on page 197 of the Post Office Circular:—

"All bills for supplies purchased or labour employed in connexion with the work of any Postal Telegraph Office **must be certified by the Postmaster before being forwarded to Head Office** and the expenditure order number must be stated thereon. If the authority has been sent by telegraph, or in writing, it must be attached to the bill."

See also page 240 with reference to Bills against the Department.

### Stolen United States Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:—

Jenners, Pa. ....	Nos. 110037 to 110048 inclusive
.....	Nos. 112401 to 112600 inclusive
.....	Nos. 113801 to 114000 inclusive
Holcombe, Wis. ....	Nos. 100785 to 100800 inclusive
Glen Raven, N.C. ....	Nos. 15509 to 15600 inclusive
Oak Grove, Oreg. ....	Nos. 50830 to 51000 inclusive
Carver, Oreg. ....	Nos. 4031 to 4400 inclusive

The above Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January 1937, and page 58 of the Post Office Circular of the 11th February 1937.

### Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is \$4.87 to the £1.

The exchange rate for paying is \$4.80 to the £1.

Table D .....	For Issuing.
Table B .....	For Paying.

# POST OFFICE CIRCULAR.



THURSDAY, 22nd DECEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## OBITUARY

The Department regrets to announce the death at North Sydney on the 13th December, 1938, of Mr. Onslow Brown, Clerk in the North Sydney Assorting Office.

Mr. Brown was 56 years of age and entered the service in 1910 as Mail Clerk on the T.P.O. and was transferred to the North Sydney Assorting Office in June 1926. He was retired on grounds of ill-health 30th November, 1938.

The Department also regrets to announce the death at Jersey Harbour on the 13th December, 1938 of Mr. Jas. R. Tibbo, Postmaster and Operator, Jersey Harbour.

Mr. Tibbo was 33 years of age and entered the service in 1932 as Postmaster at Jersey Harbour. He was retired on grounds of ill-health 30th November, 1938.

## APPOINTMENTS

- ✓ Lomond ..... Miss Olive Seaward to be Postmistress and Telephone Attendant as from 1st January, 1939.
- ✓ Joe Batts Arm ..... Miss Stella E. Brett to be Postmistress and Telephone Attendant as from 23rd May, 1938.
- ✓ Broad Cove, B.D.V. ..... Miss Mildred Butt to be Postmistress and Telephone Attendant as from 6th August, 1938.
- ✓ Hodge's Cove ..... Mrs. Harvey Peddle to be Postmistress and Telephone Attendant as from 12th August, 1938.
- ✓ Elliott's Cove ..... Mrs. Louisa Smith to be Postmistress and Telephone Attendant as from 1st September, 1938.

## RETIREMENTS

The following officials ceased to be employed as from the dates shewn:—

- ✓ Mr. J. Hewitt, Joe Batts Arm, as from 21st May, 1938.
- ✓ Miss A. M. Reid, Elliott's Cove, as from 18th August, 1938.
- ✓ Mr. S. Smith, Hodges Cove, as from 11th August, 1938.
- ✓ Mr. E. LeGrow, Broad Cove, B.D.V. as from 5th August, 1938.

## Return of Disused Equipment to the Stores

Renewed attention is drawn to pages 103, 301, 333 and 342 instructing Outport Officials to return promptly to the Stores Department all surplus equipment or equipment not in use. This applies particularly to Telephones, Telegraph instruments and Wireless equipment.

## MAILS

### Mail Transfer Receipts

With the commencement of the Winter courier services the attention of all Postmasters is again drawn to the instructions appearing on Page 358 of the Post Office Circular of the 28th July,



1938. It is essential that on the arrival and despatch of mails receipts for the number of bags received or despatched must be given to, and obtained from, the courier. Before the receipt is given the bags must be examined to make sure that they are in good condition, that is, that they do not appear to have been tampered with in any way.

"Postmasters Mail Transfer Receipt" (Form 1225) and "Couriers Mail Transfer Receipt" (Form 1224) are supplied to every Post Office. Postmasters must see to it that an adequate supply of these forms is always on hand. When existing stocks are nearly exhausted a fresh supply must be obtained from the Controller of Stores.

The attention of all mail couriers and ships crews must be drawn to the above instructions, and to those appearing on Page 358 of the Post Office Circular.

### Foreign Mails

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 22nd December. Delivery should be effected in Montreal and New York on or about Monday, the 26th December. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA" due to sail from St. John's on the 27th December and arrive at Liverpool on the 2nd January, 1939, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "DEUTSCHLAND" due to sail from New York on the 28th December and arrive at Southampton on the 5th January.

Correspondence for Canada, the U. S. A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 8.30 a.m. for despatch, same day, on Sunday, the 25th December. Delivery should be effected in Montreal and New York (Central Districts) on or about Wednesday, the 28th December. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA", but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "AMERICAN BANKER" due to sail from New York on the 30th December and arrive at Plymouth on the 8th January.

Correspondence for Canada, the U.S.A. and American countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Tuesday, the 27th December. Delivery should be effected in Montreal and New York on or about Saturday, the 31st December. Correspondence for Great Britain and Transatlantic countries will be held back for despatch by the S.S. "NOVA SCOTIA," but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

### Direct Transatlantic Steamer Schedule

Steamer	Port	Depart 1939	Arrive 1939
NEWFOUNDLAND . . . . .	Liverpool	5th January	.....
	St. John's	.....	11th January
	St. John's	14th January	.....
	Boston	.....	19th January
	Boston	21st January	.....
	St. John's	.....	26th January
	St. John's	27th January	.....
	Liverpool	.....	2nd February
NOVA SCOTIA . . . . .	Liverpool	24th January	.....
	St. John's	.....	30th January
	St. John's	1st February	.....
	Boston	.....	6th February
	Boston	8th February	.....
	St. John's	.....	13th February
	St. John's	14th February	.....
	Liverpool	.....	20th February

Steamer	Port	Depart 1939	Arrive 1939
NEWFOUNDLAND . . . .	Liverpool	9th February	.....
	St. John's	.....	15th February
	St. John's	18th February	.....
	Boston	.....	23rd February
	Boston	25th February	.....
	St. John's	.....	2nd March
	St. John's	3rd March	.....
	Liverpool	.....	9th March

Postmasters should take the necessary steps to keep the public informed of the latest dates and time of posting at their offices for connexion with direct despatches from St. John's by the above mentioned steamers. Letter mails should not, however, be sent by main line offices to St. John's for despatch to Boston. Such mails should be sent to the Main Line T.P.O. going West.

### Change in Main Line Train Schedule

The three express trains per week will continue until 31st December, 1938.

Effective from Monday, 2nd January, 1939, express trains will leave St. John's 5 p.m. on Mondays and Fridays.

There will be no express train from St. John's on Sunday, 1st January, 1939.

Any change in the Branch Line Schedule will be notified at a later date.

## TELEGRAPHS

### Introduction of Telegraph Facilities

As from the 16th December, 1938, telegraph facilities have been extended to Ochre Pit Cove. Telegraph traffic will be handled by telephone via Western Bay.

### Storage Batteries and Delco Chargers

The attention of all offices, at which storage batteries and Delco chargers have been installed, is again directed to pages 207 and 208 of the Post Office Circular of the 11th November, 1937. The instructions should be read again and care should be taken to see that batteries are only filled with water immediately before charging and that batteries are kept charged during frosty weather by giving them a short charge before the staff leaves the office on cold nights, Saturday nights or the eve of whole holidays. Officers should be sure that the oil in the base of the engine is changed as set forth in the instruction book and that the engine is never started without first making sure that the base is full of oil.

## ACCOUNTING

### Errors in Remittances

The following errors were made by the Staff at the undermentioned Offices in remittances received 9th December:

1. Using one remittance Form for more than one Remittance  
Musgravetown.
2. Remittances received with no Remittance form  
Lush's Bight                      Indian Islands.
3. Remittance Form not showing to what account each remittance was to be credited  
Harbour Breton                  Stephenville  
Lewisporte                      Sunnyside  
Morrisville                      Eastport

Full instructions with reference to Cash Remittances have been given on pages 88, 128 and 187 of the Post Office Circular and Postmasters should refer to these instructions when preparing remittances for Head Office.



## Errors in Commission on Money Orders Drawn on U. S. A.

The number of errors made by Postmasters in general in calculating the commission on Money Orders drawn on U.S.A. under the revised rates published in the Post Office Circular of the 1st December 1938 and telegraphed prior to that date, show that the Postmasters are not paying attention to the instructions given and are not checking their work before sending accounts to Head Office.

In many cases it is noticed that the commission on each order on U.S.A. is calculated at the old rate and while an occasional error is perhaps inevitable owing to the unfamiliarity of the new rates, a series of errors on Money Orders issued over a period of eight days is inexcusable and points to gross carelessness on the part of the issuing Postmaster.

Postmasters are, therefore, reminded that they are held responsible for any losses resulting from wrong calculations.

## Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is \$4.87 to the £1.

The exchange rate for paying is \$4.80 to the £1.

Table D .....	For Issuing.
Table B .....	For Paying.

# POST OFFICE



# CIRCULAR.

THURSDAY, 29th DECEMBER, 1938

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

## Greetings

I should like to take this opportunity to send Greetings of the Season to the officials of all ranks in the Department and to wish them a Happy and Prosperous New Year.

G. D. FRAZER,  
Secretary.

## APPOINTMENT

✓ Jersey Harbour ..... Mr. Norman Boyce to be Postmaster and Operator as from 1st December, 1938.

## Sentence for Embezzlement of Post Office Funds

Miss Una Patey, former Postmistress at Quirpon, was charged at Quirpon 9th December before Magistrate Quinton with embezzlement of Post Office funds. She pleaded guilty and was fined the amount of the shortage and sentence suspended.

## Date Stamps

Postmasters are reminded that the year type "39" should appear in the date stamps of their offices as from the 1st January.

## MAILS

### Courier Services

In order to correspond with the change in the train schedules the following changes will take place in the following courier schedules:—

#### 1. WHITBOURNE TO HEART'S CONTENT

Effective from Tuesday, 3rd January 1939, the couriers will leave Whitbourne and Heart's Content each Tuesday and Friday morning, and exchange mails at Green's Harbour. On Fridays the return trip to Whitbourne should be made in sufficient time to connect with the Express due there at 7.30 p.m. on that day.

Postmasters at offices between Blaketown and Heart's Content (both inclusive) should note that outward mail may be despatched via Heart's Content and Whitbourne.

There is a courier service from Heart's Content to Carbonear each Monday and Thursday.

Foreign and local mails for North and West despatched by this route will connect with the Express leaving St. John's at 5 p.m. each Monday and Thursday.

Mail for St. John's will arrive 10 p.m. on the same days.



## 2. CARBONEAR TO OLD PERLICAN

Effective from Wednesday, 4th January, the couriers will leave Carbonear and Old Perlican on Wednesdays and Saturdays and exchange mails at Ochre Pit Cove.

The couriers from Grates Cove to Old Perlican and Bay de Verde to Old Perlican should connect on Wednesday and Saturday evenings provided the courier to Ochre Pit Cove returns in sufficient time and weather conditions permit. If not, the connexions should be made Thursday and Monday mornings. Offices on the route from Carbonear to Old Perlican should report to each other the time of arrival and departure of the couriers.

## Foreign Mails

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Thursday, the 29th December. Delivery should be effected in Montreal and New York on or about Monday, the 2nd January. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF YORK" due to sail from Halifax on the 7th January and arrive at Greenock on the 14th January, but any letters endorsed "Via New York" will be forwarded for connexion with the S.S. "EUROPA" due to sail from New York on the 4th January and arrive at Southampton on the 9th January.

Correspondence for Great Britain, Canada, the U. S. A. and foreign countries generally, will be accepted at the General Post Office, St. John's, up to 3.30 p.m. (late fee letters 4.15 p.m.) for despatch, same day, on Monday, the 2nd January. Delivery should be effected in Montreal and New York on or about the following Friday. Correspondence for Great Britain and Transatlantic countries will be forwarded for connexion with the S.S. "DUCHESS OF YORK," but any letters endorsed "Via New York" will be forwarded for connexion by fast steamer, the particulars of which have not yet been advised.

With the commencement of the Winter schedule for the main line railway service, despatches of foreign mails will be made twice a week by train leaving at 5 p.m. on Mondays and Thursdays. There will be no Cross Country Express leaving St. John's on Sunday the 1st January, or on following Sundays until the re-establishment of the Summer schedule.

## TELEGRAPHS

### Traffic

The total number of paid telegrams for November was 38,145, of which 2,020 were sent by the Priority Service. The total for November 1937 was 41,956.

The number of Service Messages for November was 5,350, as compared with 6,281 for November 1937.

The number of D.H. messages for November was 1,470 as compared with 1,464 for November 1937. Renewed attention is called to the necessity for using the service message and D.H. message system only in cases of emergency.

The Public Message Service consisted of 10,445 words, which is the equivalent of 6,960 telegrams at the St. John's Head Office.

## Errors, Delays and Failures

During the month of November there were 7 errors, no delays and no failures.

### ERRORS

At	Wesleyville .....	1
"	Bell Island .....	1 (Telephone)
"	Badger .....	1
"	Milltown .....	1 (Error in re-copying the message)
"	English Harbour West .....	1
Between	Carmanville and Campbellton .....	1 (Relief Operator)
"	Bellevue and Whitbourne .....	1 (Telephone)

This record is a very good one and it is gratifying to record that there were no cases of messages being lost. It is hoped that the staff will do their best to maintain this high standard of service for the future.

## ACCOUNTING

### Commission on Money Orders Drawn on U. S. A.

In order that the new rates of commission on money orders drawn for payment in the U. S. A., which were introduced on the 1st December, shall be kept prominently before the attention of the staff the new rates will be published in the Circular at the end of each month.

#### Amount of Order

Any amount up to \$5.00 .....	10 cents
\$ 5.01 to \$ 10.00 .....	20 "
10.01 to 20.00 .....	35 "
20.01 to 30.00 .....	50 "
30.01 to 40.00 .....	65 "
40.01 to 50.00 .....	80 "
50.01 to 60.00 .....	95 "
60.01 to 70.00 .....	\$1.10 "
70.01 to 80.00 .....	1.25 "
80.01 to 100.00 .....	1.50 "

Postmasters should be careful to apply the above rates of commission when preparing money orders for payment in the U. S. A., and they are reminded that they are liable for any loss to the revenue which may arise through their failure to carry out their instructions.

### Expenditure

Bills forwarded to Head Office for payment are not being certified as instructed in the Post Office Circular of the 15th December, page 440.

Before payment is made all bills must be properly certified.

### Remittances of Cash

Despite repeated instruction a number of Postmasters are still forwarding remittance forms without cash.

The usual reply to the telegram of enquiry, which is sent from Headquarters when a remittance form is received without the necessary cash, is that the Postmaster has forgotten to enclose it. This situation is far from satisfactory and serious notice will be taken in future of any Postmaster who is responsible for this irregularity.

### Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order Service during the month of October 1938:



29th December, 1938

	No. of Errors	No. of Orders Issued and Paid During October
Bonne Bay .....	4	112
Botwood .....	5	502
Cape LaHune .....	4	39
Englee .....	4	42
Gambo .....	4	211
Glovertown .....	4	127
Herring Neck .....	5	130
Hillview .....	4	51
Little Bay .....	5	99
Moreton's Harbour .....	4	89
Pinchards Island .....	5	6
Port au Port .....	5	138
Port Saunders .....	5	28
Roberts Arm .....	4	53
St. John's East .....	6	1012
	68	2639

Total number of Orders Issued during October ..... 2,148 *in p-3 451*

Total number of Orders Paid during October ..... 8,521

29,669

Total number of Errors ..... 237

Percentage of Errors ..... .79

i.e. nearly 8 errors for every 1,000 Orders Issued and Paid.

Total number of Figure Errors ..... 139

Percentage of Figure Errors ..... .46

i.e. approximately 4½ Errors for every 1,000 Orders Issued and Paid.

### Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and other countries, except Canada and the U.S.A. is \$4.87 to the £1.

The exchange rate for paying is \$4.80 to the £1.

Table B ..... For Issuing  
Table D ..... For Paying















GretagMacbeth™ ColorChecker Color Rendition Chart

